Chapter 5

Accounting

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Chapter 5 - Accounting

Overview

This document details the functionality of ibais, **Accounting** processing.

The first section relates to **Accounts Receivable** and deals with your company's clients, monies owed by them and monies owed to them.

ibais has been designed to make these processes simple and intuitive.

PLEASE NOTE: some functions outlined in this Manual are specifically related to Brokers and Agents or alternatively Insurance Companies. The functions have been left in the Manual for completeness. All functions may not be available in your system.

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How to Access Accounting Functions

The system is driven through the ibais **Home Page**.

The page has a number of **topic panels with links** to the panel's relevant functions.

The **Accounting Panel** provides access to all Accounting functions.

The ibais **Security System** only enables access to panels and functions that you are allowed.

There is also a

icon, which lets you incorporate your most used functions in one place.

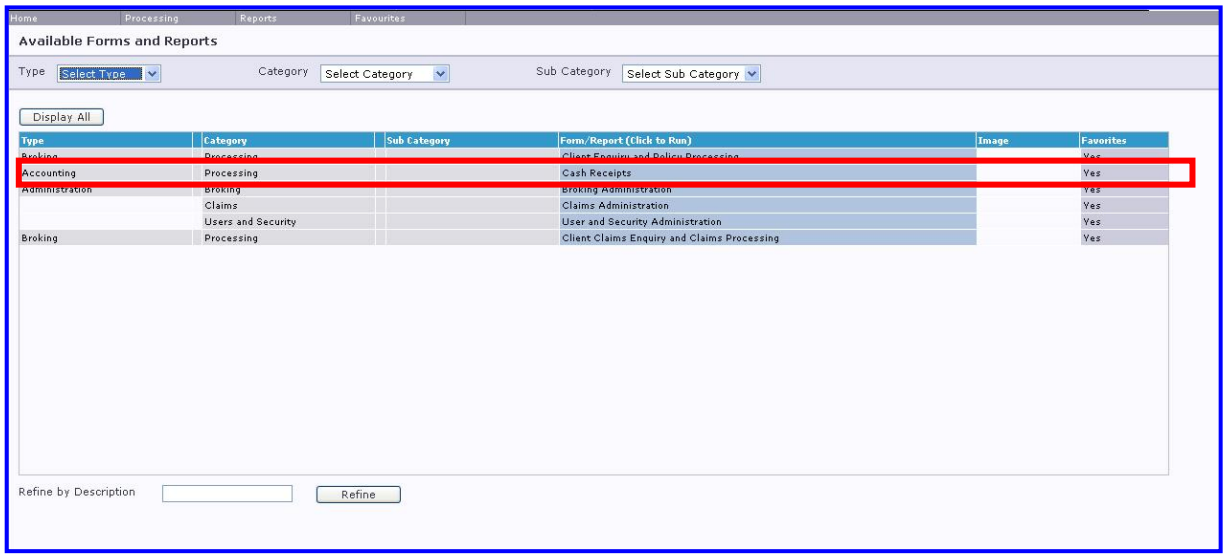
Favourites allow you to group together your most used functions into an easily accessible icon.

There are two modes in this form – **Display Favourites** and **Display All**.

The **Display All / Favourites button** in "**Display All**" mode shows all of the functions that the user is allowed to access.

Clicking on the **Yes/No** field enables or disables the function as a Favourite.

Type Category and **Sub Category** dropdowns allow you to select the items that appear on the Favourites report.



On this form **Cash Receipts is highlighted** as a Favourite.

Cash Receipting

Cash Receipting is accessed from your **Favourites**.

Using this function you can:

- Receive payments made from debtors
- Receive payments made from insurers and agents
- Receive sundry payments
- Receive payments in different tender types eg Cash, Cheque, Direct Deposit
- Receive payments in a foreign currency
- Receive payments from a group that offset many debtors
- Offset these payments to client or insurer/agents or a general ledger account
- Offset cross currency amounts
- Allocate amounts against other amounts in a debtors account
- Print Receipts
- Print Bank Deposit Slips

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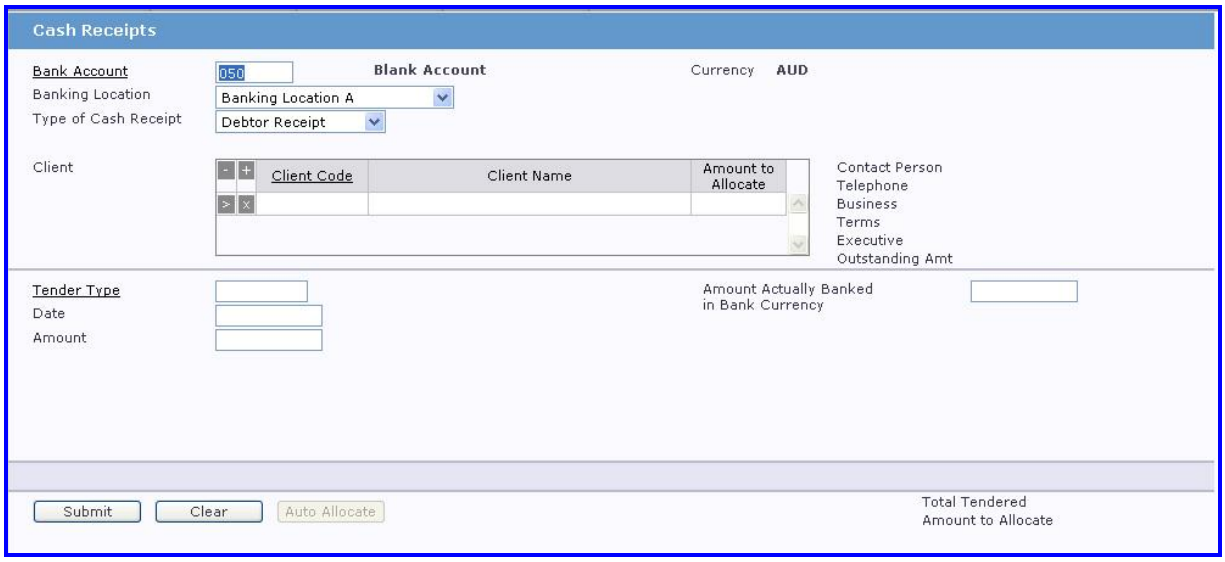
The first form presented in the **Cash Receipt** process follows:



The important aspects of this form are:

Bank Account — This is the bank to which the funds will be applied for any tenders processed.

Banking Location — For multi location offices this provides the ability to undertake receipting processes and produce bank deposit slips for a single location.

Type of Receipt — This identifies that the receipt is for debtors or creditors or is a sundry receipt.

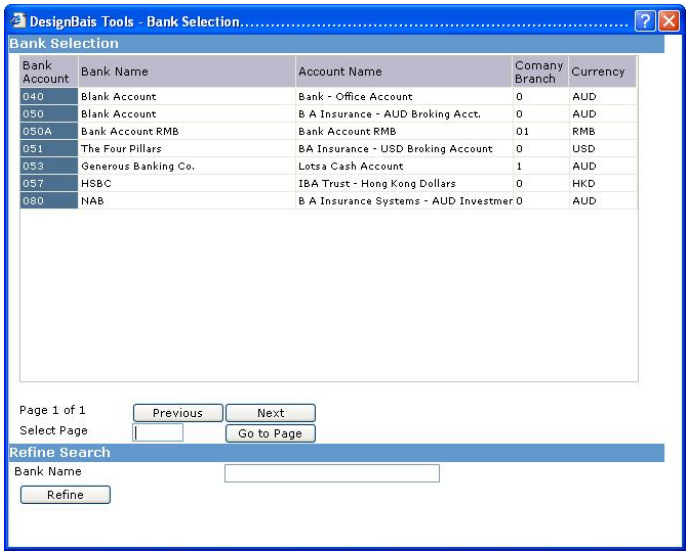
Tender Type — This establishes the information and processing requirement for the deposit **e.g.**:

a cheque deposit requires additional information to cash;

foreign currency deposits require currency translation processing of the deposit.

Note: The default Bank Account is automatically entered into the Bank Account field.

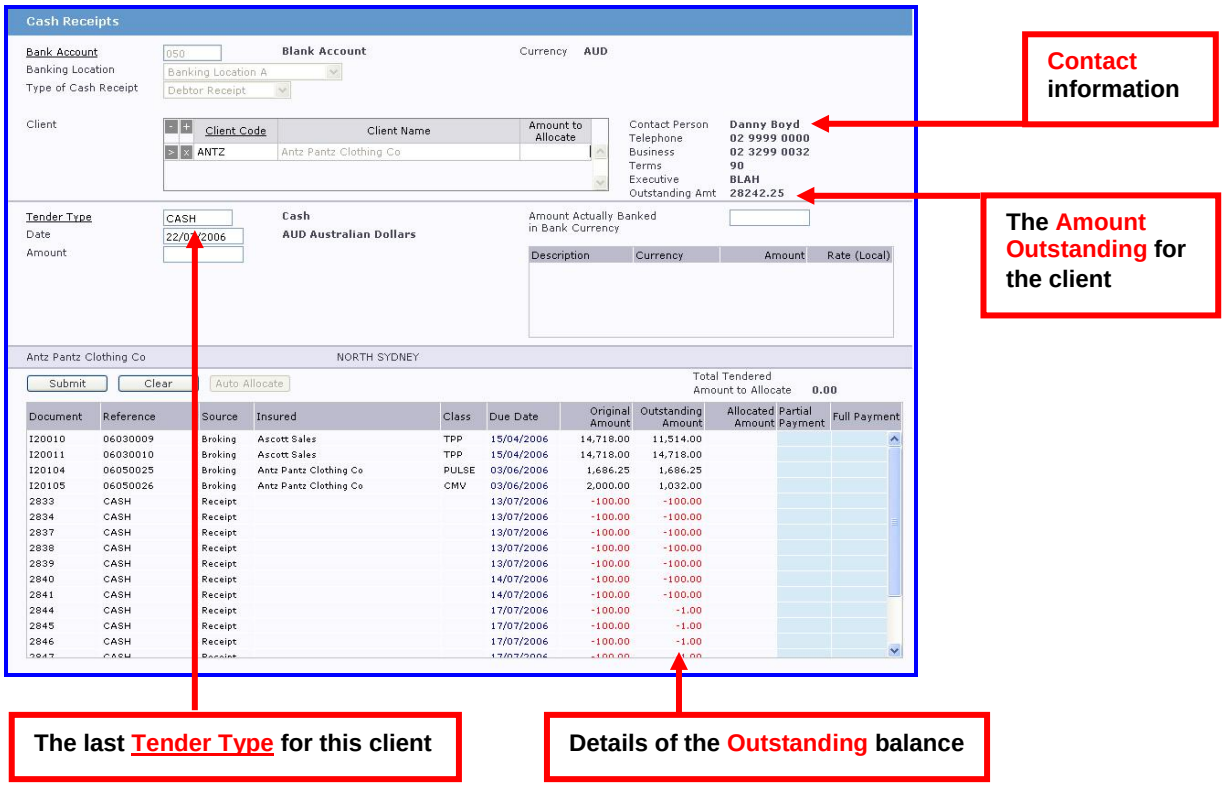
To select an alternate **Bank Account**, simply click on the hyperlink and a list of Banks is presented.


DesignBais Tools - Bank Selection
Bank Selection
Bank Account
Bank Name
Account Name
Comany Branch
Currency
040 Blank Account Bank - Office Account 0 AUD
050 Blank Account B A Insurance - AUD Broking Acct. 0 AUD
050A Bank Account RMB Bank Account RMB 01 RMB
051 The Four Pillars BA Insurance - USD Broking Account 0 USD
053 Generous Banking Co. Lotsa Cash Account 1 AUD
057 HSBC IBA Trust - Hong Kong Dollars 0 HKD
080 NAB B A Insurance Systems - AUD Investmer 0 AUD
Page 1 of 1
Previous
Next
Select Page
Go to Page
Refine Search
Bank Name
Refine

Click the **shaded box** to select the Bank.

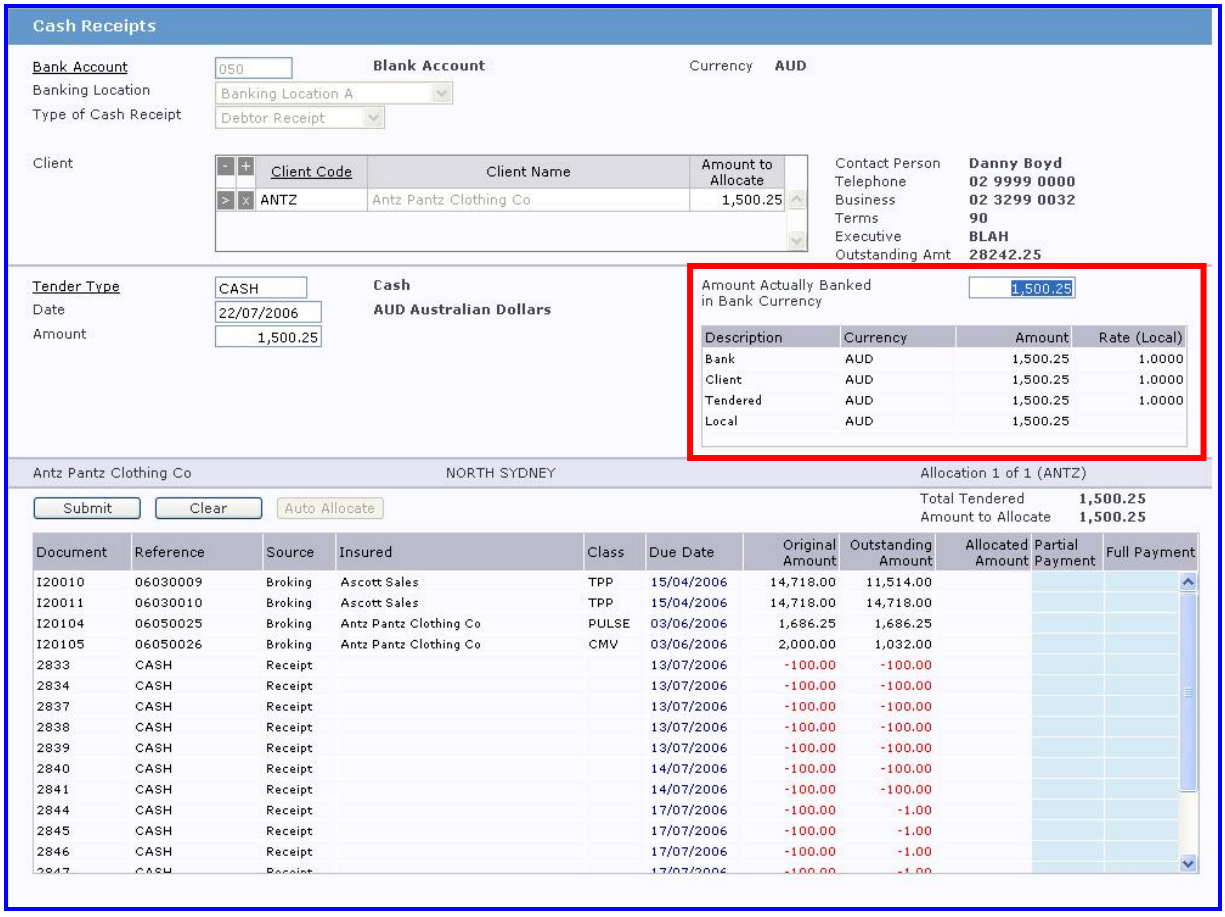
Client codes may be entered or accessed via the hyperlink search in **Client Code**.

When a code is entered, relevant data about the client is presented. This includes:



Local Currency

Entering a local currency Tender Type and amount will automatically populate the **Amount to Allocate**, the **Amount Actually Banked** and the **Transaction Table**.


Cash Receipts
Bank Account 050 Blank Account
Currency AUD
Banking Location Banking Location A
Type of Cash Receipt Debtor Receipt
Client
Client Code Client Name Amount to Allocate
ANTZ Antz Pantz Clothing Co 1,500.25
Contact Person Danny Boyd
Telephone 02 9999 0000
Business 02 3299 0032
Terms 90
Executive BLAH
Outstanding Amt 28242.25
Tender Type CASH Cash
Date 22/07/2006
Amount 1,500.25
AUD Australian Dollars
Amount Actually Banked in Bank Currency 1,500.25
Description Currency Amount Rate (Local)
Bank AUD 1,500.25 1.0000
Client AUD 1,500.25 1.0000
Tendered AUD 1,500.25 1.0000
Local AUD 1,500.25
Antz Pantz Clothing Co NORTH SYDNEY Allocation 1 of 1 (ANTZ)
Submit Clear Auto Allocate
Total Tendered 1,500.25
Amount to Allocate 1,500.25
Document Reference Source Insured Class Due Date Original Amount Outstanding Amount Allocated Amount Partial Payment Full Payment
I20010 06030009 Broking Ascott Sales TPP 15/04/2006 14,718.00 11,514.00
I20011 06030010 Broking Ascott Sales TPP 15/04/2006 14,718.00 14,718.00
I20104 06050025 Broking Antz Pantz Clothing Co PULSE 03/06/2006 1,686.25 1,686.25
I20105 06050026 Broking Antz Pantz Clothing Co CMV 03/06/2006 2,000.00 1,032.00
2833 CASH Receipt 13/07/2006 -100.00 -100.00
2834 CASH Receipt 13/07/2006 -100.00 -100.00
2837 CASH Receipt 13/07/2006 -100.00 -100.00
2838 CASH Receipt 13/07/2006 -100.00 -100.00
2839 CASH Receipt 13/07/2006 -100.00 -100.00
2840 CASH Receipt 14/07/2006 -100.00 -100.00
2841 CASH Receipt 14/07/2006 -100.00 -100.00
2844 CASH Receipt 17/07/2006 -100.00 -1.00
2845 CASH Receipt 17/07/2006 -100.00 -1.00
2846 CASH Receipt 17/07/2006 -100.00 -1.00

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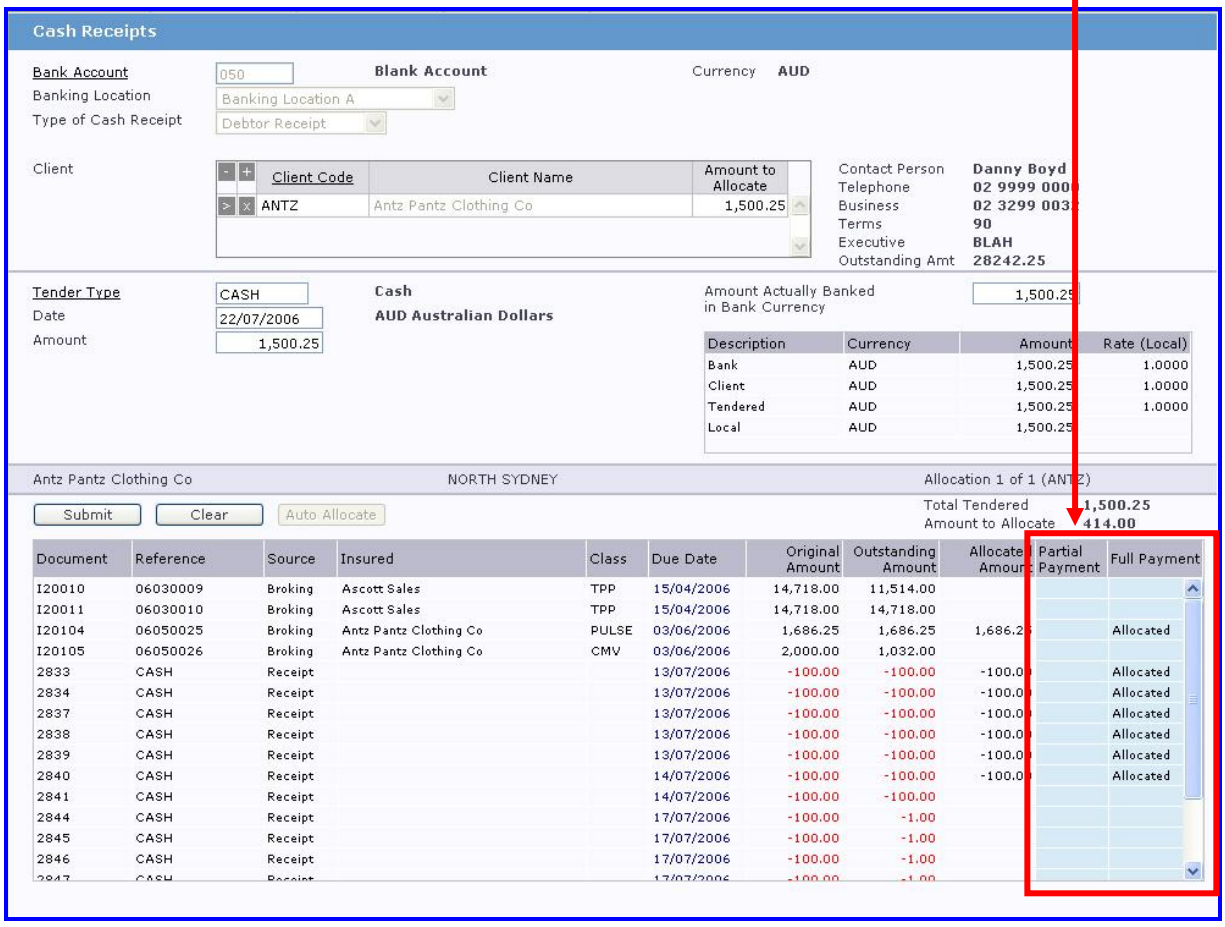
Allocating Deposits

Deposits may be fully or partially allocated, or may be left on the account unallocated.

To allocate the deposit, it is only necessary to **click in the highlighted cell** in the allocation panel.



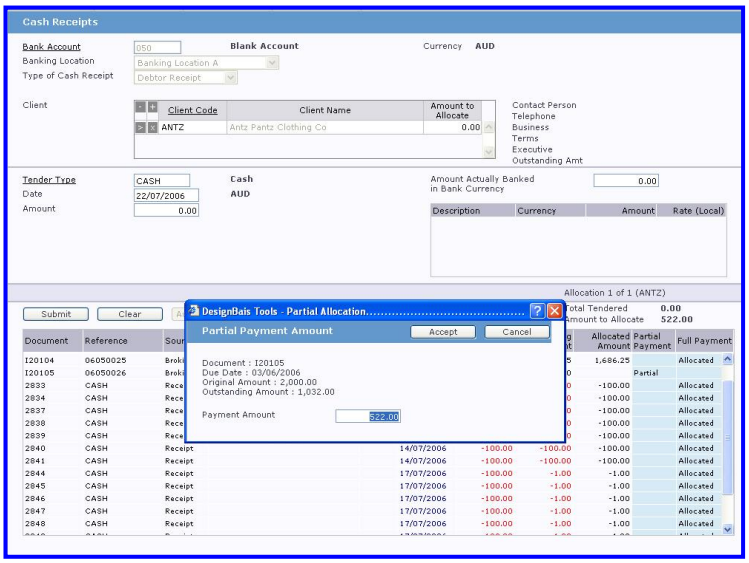
Full Allocation

A click in a **Full Payment** cell will allocate the full amount of that transaction.

Note: Any item of any value can be selected in the allocation, provided that the total amount allocated is equal to or less than the amount tendered (plus the allowed write-off limit).

Partial Allocation

A click in the **Partial Allocation** cell, will pop-up a form requesting the amount to be offset.

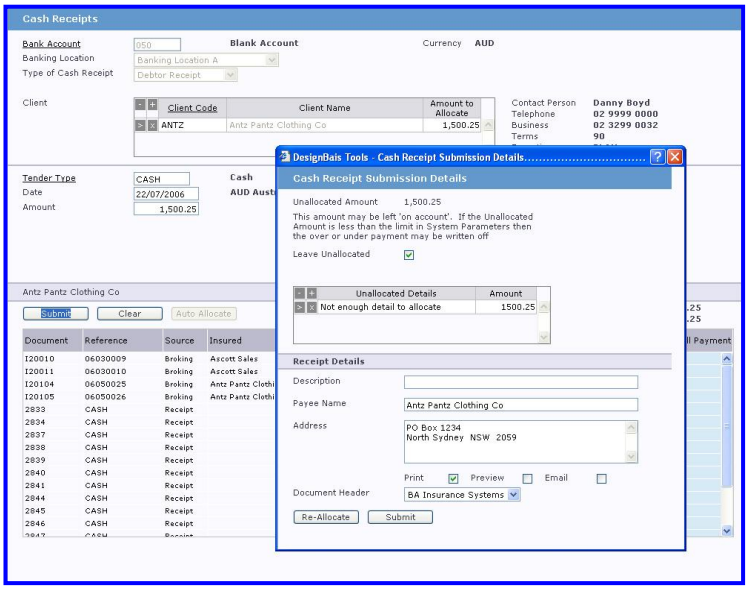


Note: Any item of any value can be selected in the Partial Allocation, provided that the total amount allocated is equal to or less than the amount tendered (plus the allowed write-off limit).

Leaving an Amount Unallocated

If a deposit cannot be allocated, then it is possible to leave it unallocated.

Simply **Submit** the transaction, and a pop-up form will be displayed requesting the reason(s) for the **Unallocated Amount**.



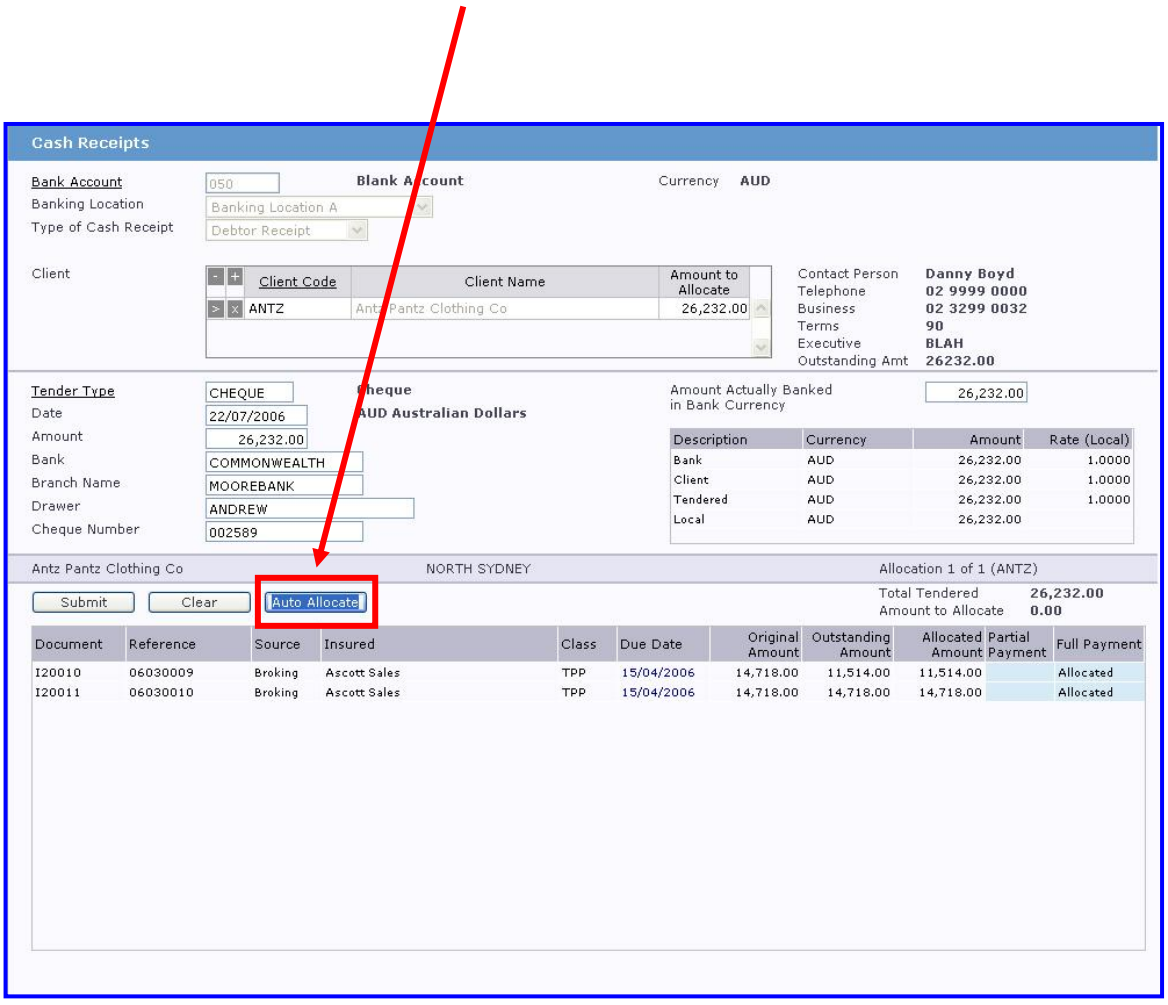
Auto Allocation

In the following circumstances, the system will provide you with the opportunity to, automatically **Fully Allocate the** deposit:

1. if the amount tendered equals the client's amount outstanding, or if

2. the tendered amount exactly matches the aggregated value oldest invoice(s).

This function is available when the **Auto Allocate** button is **not** greyed out.

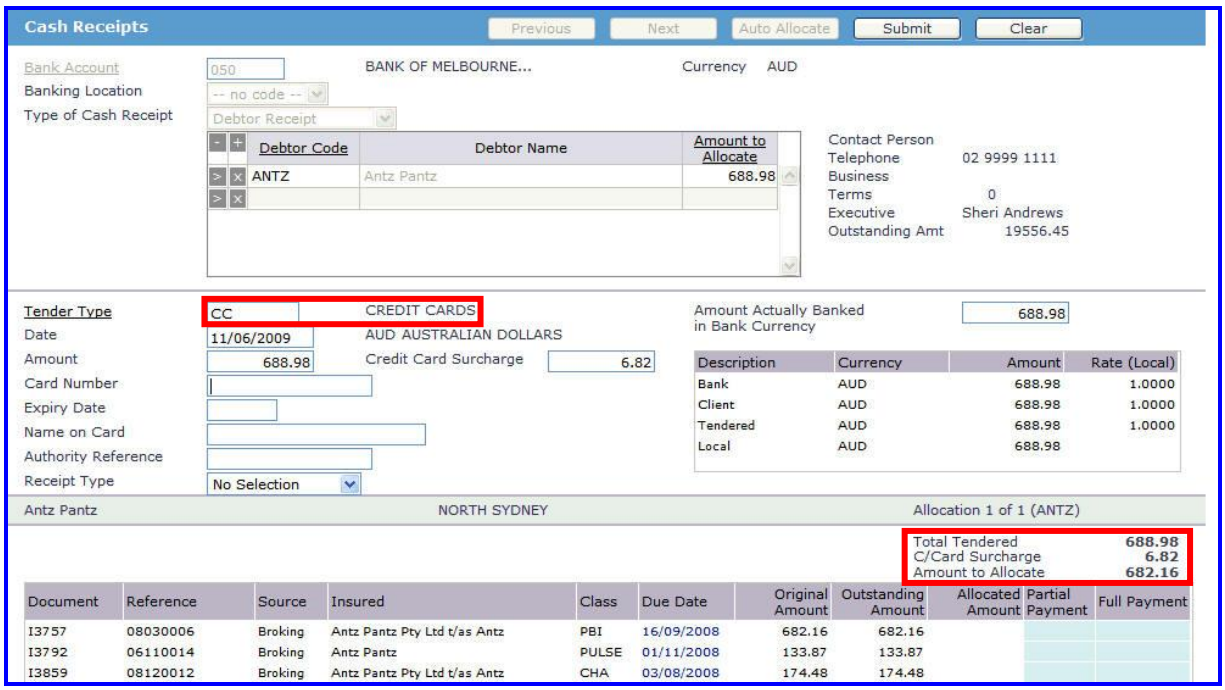


Credit Card Charges

The system can cater for additional bank charges associated with credit card payments and overseas currencies if required.

When the **Tender Type** selected is a credit card type e.g. CC or AMEX then a field appears for the Credit Card Surcharge fee (see screen shot below). This amount is automatically calculated. The required rate is set up by BAIS Support so please contact support@bais.com.au if you would like this set up in your database.

If an amount is shown in this field, it will be deducted from the total tendered, leaving the amount available to allocate. Amounts at Credit Card Surcharge will be posted as CC Surcharge in the General Ledger and the GST component posted as GST. These amounts then form part of your available earnings and GST in your next Brokerage and GST Transfer.



Printing Receipts

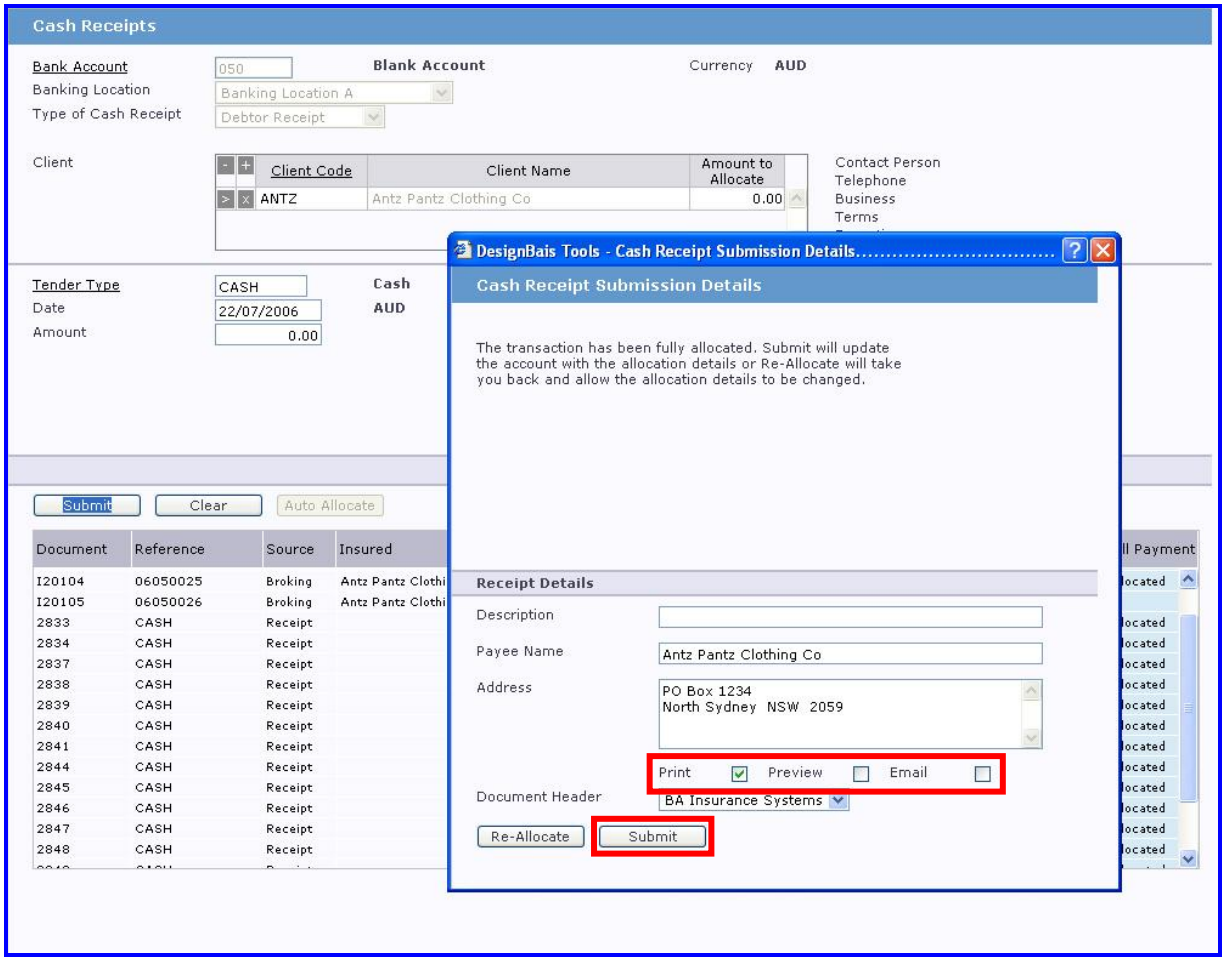
Printing of Receipts is controlled by a system flag.

If the flag is set to **Always Print** or **Ask** then the following form will be displayed.

Simply click either the:

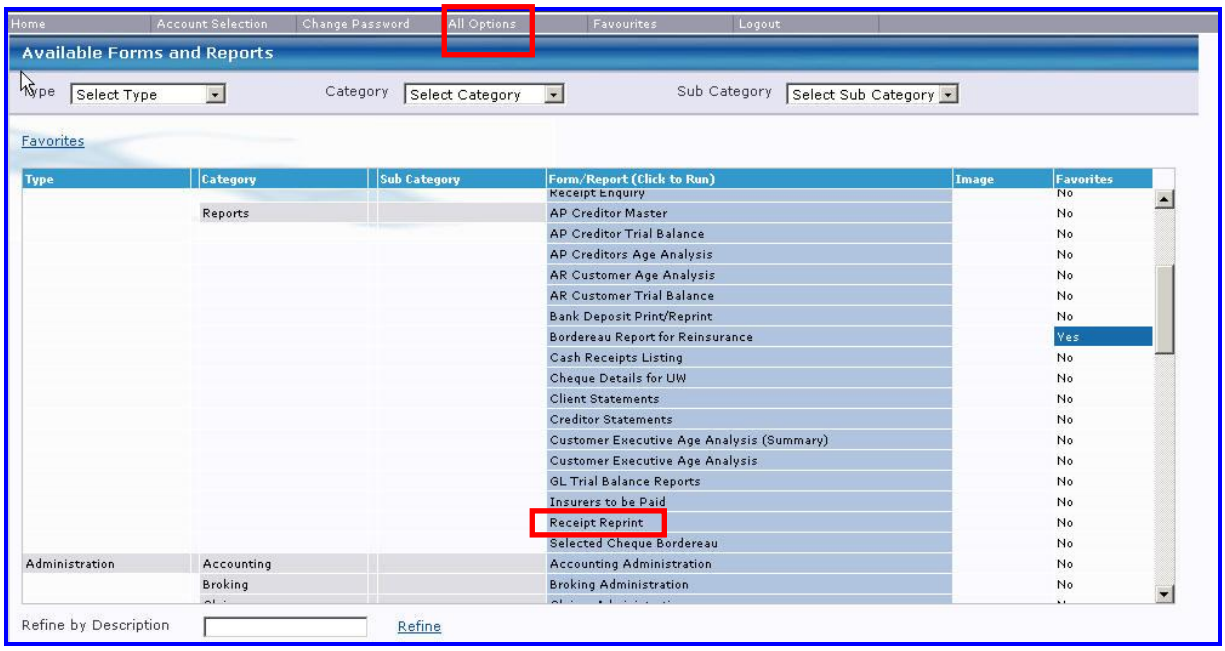
Print – Preview – Email checkbox and then the

Submit button, to complete the processing, and print, preview or email the Receipt.

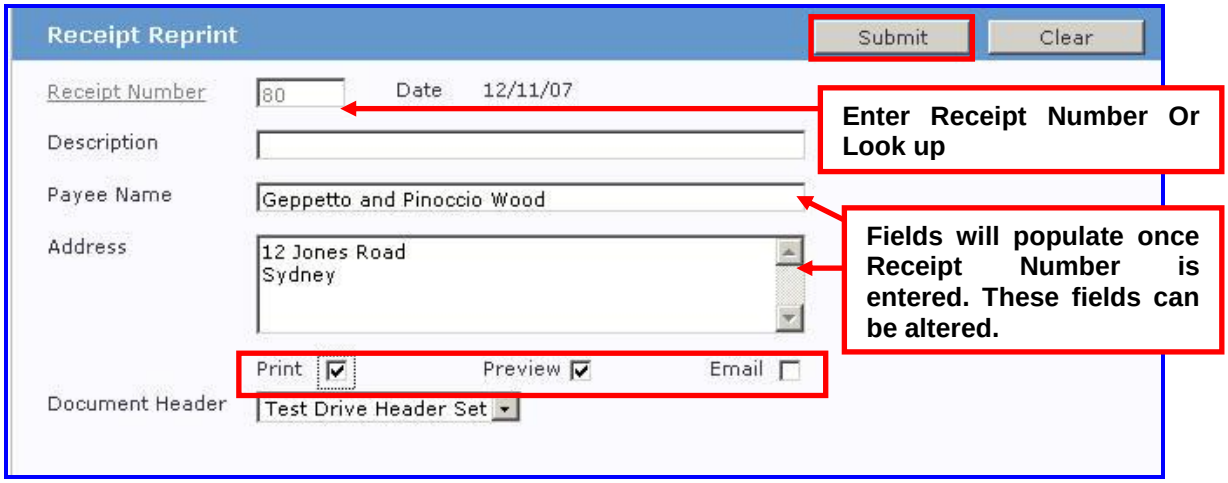


Receipt Reprint

This function will allow you to reprint a receipt and can be accessed as below or placed in your **Favourites**



Click on **Receipt Reprint** and the following screen will appear

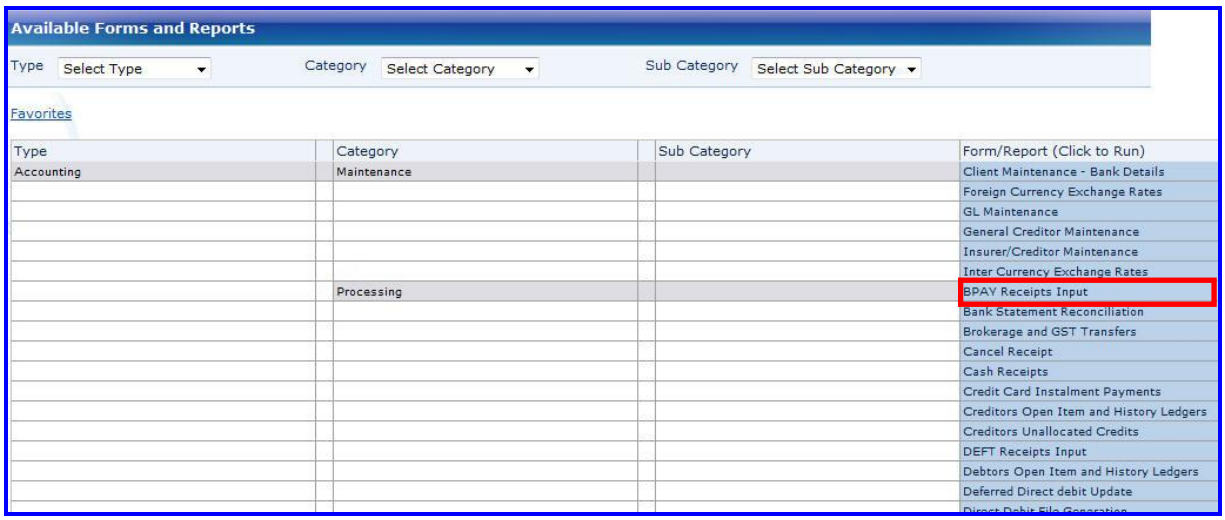


Click the **Print** – **Preview** – **Email** checkbox and then the **Submit** button to complete the processing, and print, preview or email the receipt reprint.

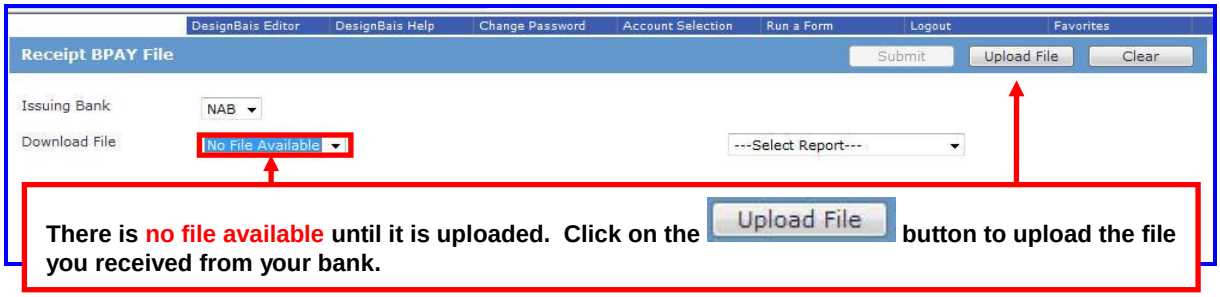
BPay Receipt Inputs

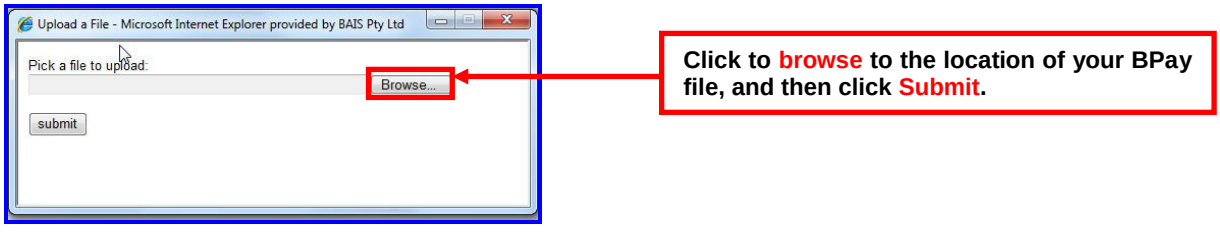
When a BPay receipt file is received from the bank you can upload this file into bais and the system will automatically offset the items paid. First you will need to save the file you received to a location on your computer where you can easily locate it again.

From the **All Options** menu select **BPay Receipt Input**:

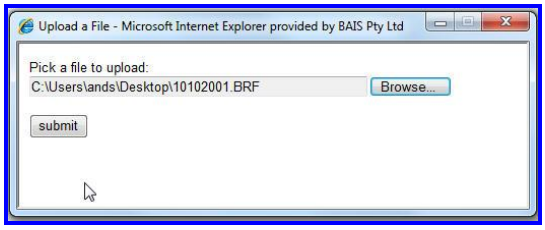


The screen below is displayed:



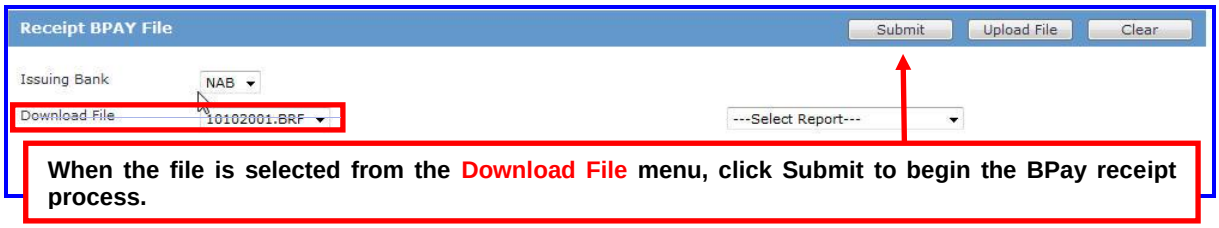

Upload a File - Microsoft Internet Explorer provided by BAIS Pty Ltd
Pick a file to upload:
Browse...
submit
Click to browse to the location of your BPay file, and then click Submit.

The completed screen should look similar to this one:

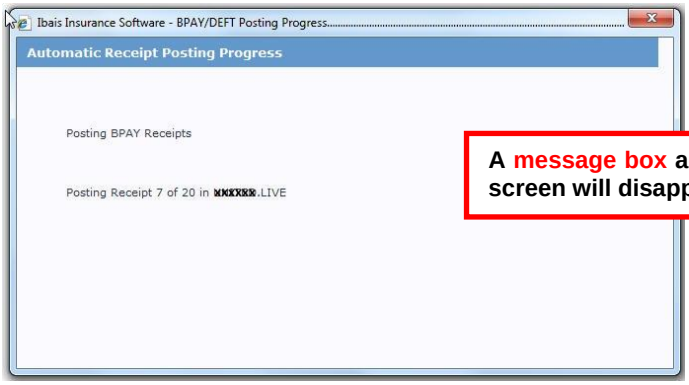

Upload a File - Microsoft Internet Explorer provided by BAIS Pty Ltd
Pick a file to upload:
C:\Users\ands\Desktop\10102001.BRF
Browse...
submit

A message box advises when the upload has completed. Click to close the message screen.

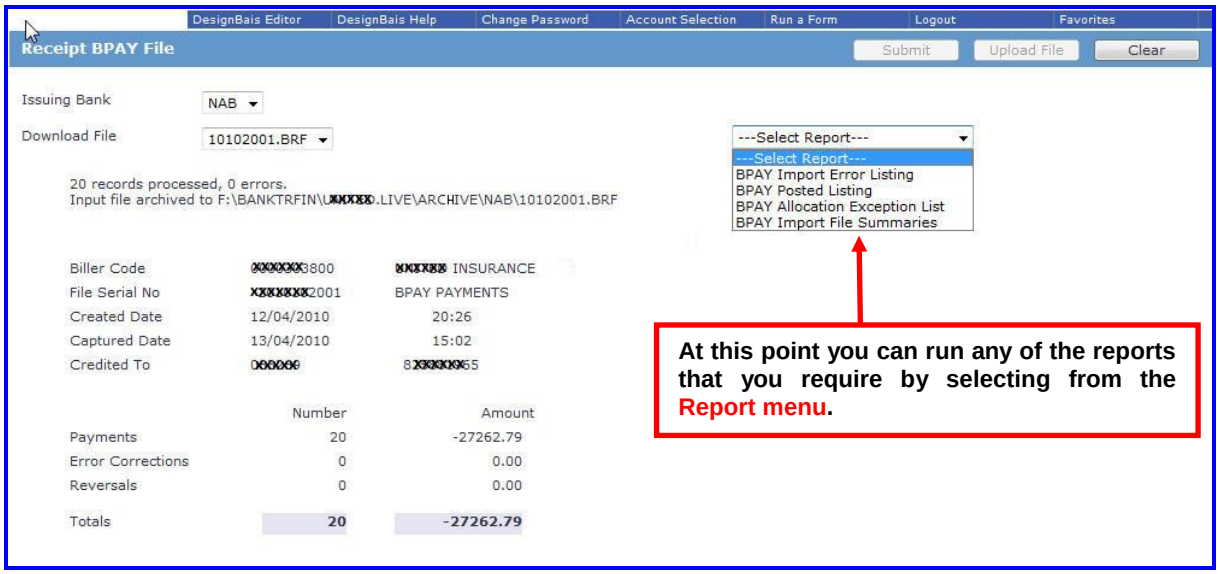
The file is now visible in the **download menu** as shown below:



When the file is selected from the Download File menu, click Submit to begin the BPay receipt process.


Ibais Insurance Software - BPAY/DEFT Posting Progress
Automatic Receipt Posting Progress
Posting BPAY Receipts
Posting Receipt 7 of 20 in XXXXXX.LIVE

A message box advises when the upload has completed. The screen will disappear when completed.



At this point you can run any of the reports that you require by selecting from the Report menu.

The screen details now reflect the **receipts processed** and the **download is complete**.

Foreign Currency

ibais allows you to process foreign currency transactions simply.

The critical aspects are:

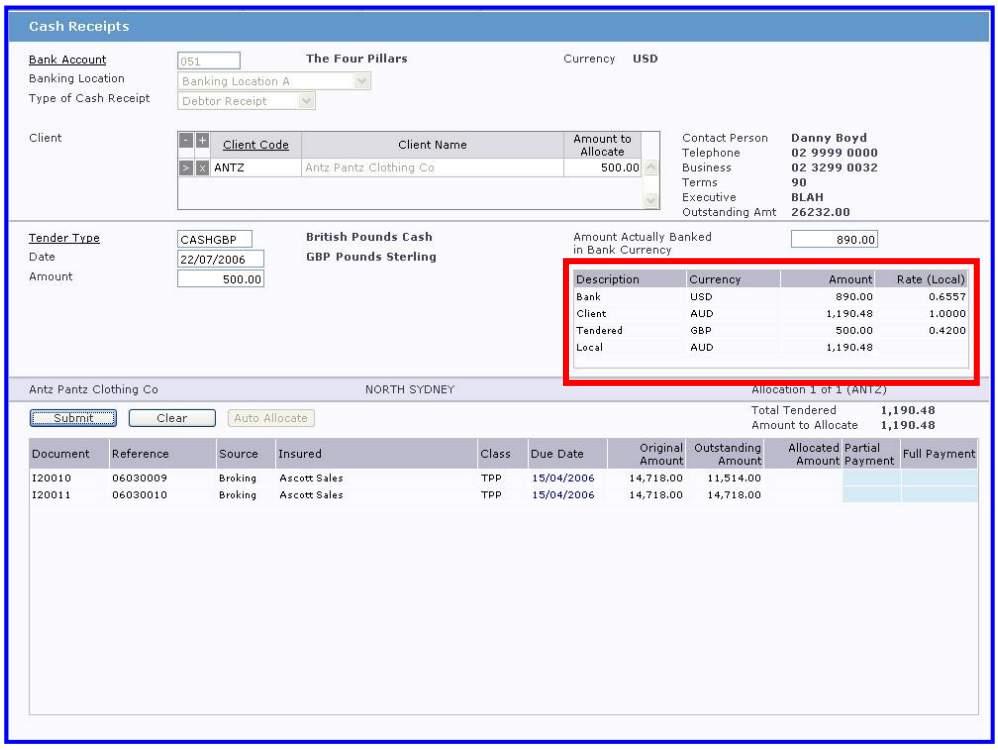
The **Bank Account** (can be local or foreign);
The **Client** (can be in local currency or foreign);
The **Tender Type** (can be any valid Tender Type); and
The **Amount Actually Banked** must be known.

The following example is as complex as a deposit can become:

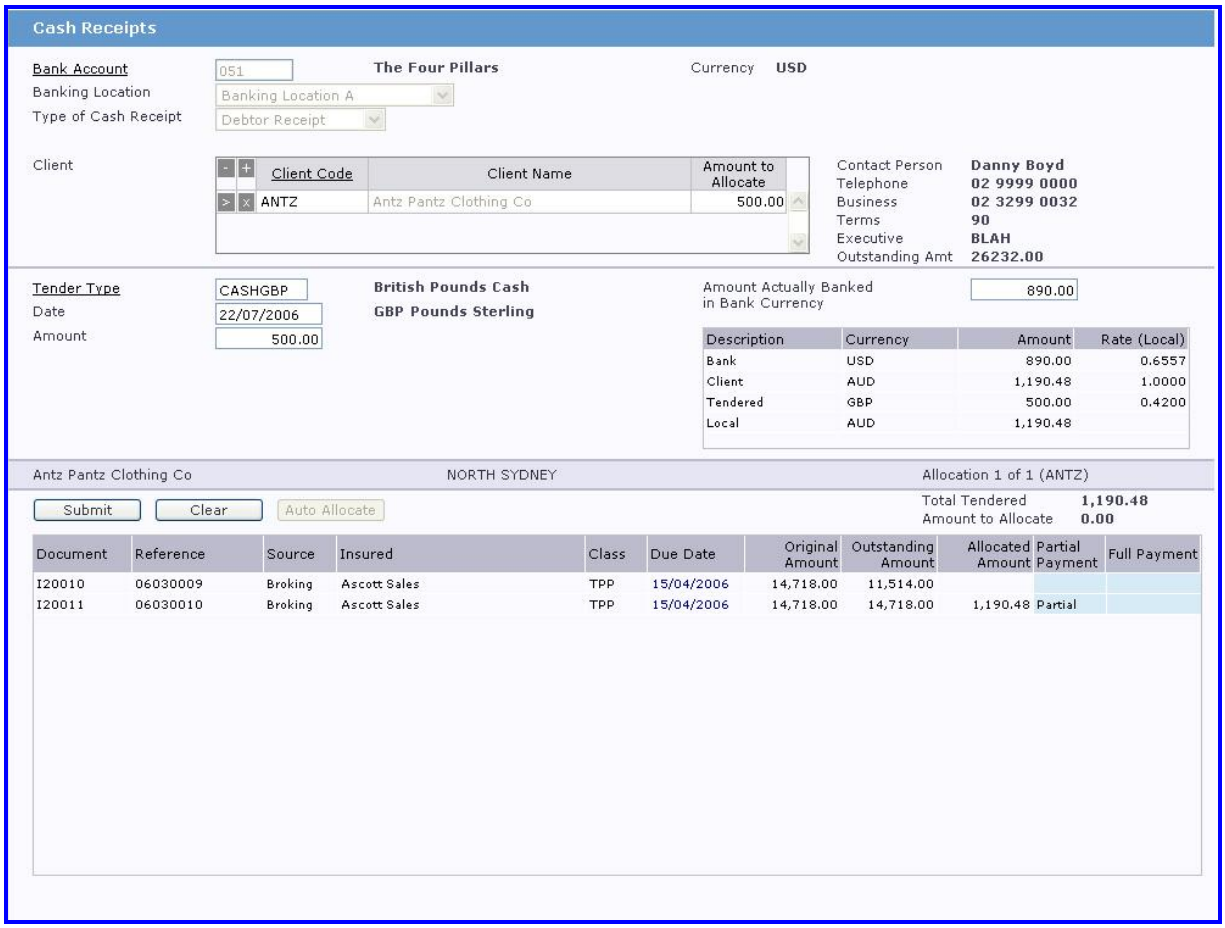
The bank is **US Dollars**;
The client is in **Australian Dollars**;
The tender currency is **Great British Pounds**.

Simply enter the **correct Bank**.
Enter the **Client**.
Enter the **Tender Type**.
Enter the **Amount to be Actually Banked in the US Bank account.**

ibais calculates all of the appropriate currency and cross-currency rates and displays them in the **transaction table**. Any currency variances are automatically accounted for.



Allocate the transaction as normal.



(Please refer to Chapter 10 – Administration for further information regarding setting up and maintaining Foreign Currency Exchange Rates)

Bank Deposit Slips

The system allows for the **printing** of Bank Deposit Slips.

This is run from **Accounting and Reports** and can be run from your **Favourites**.

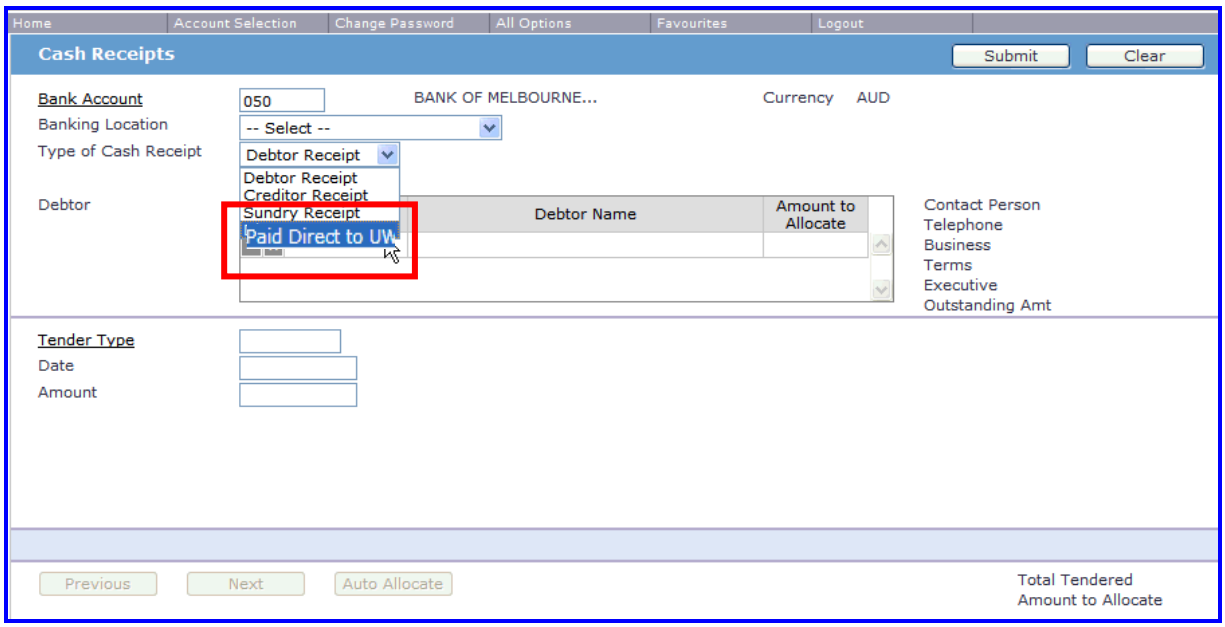
Bank deposit slips **MUST** be run if you are using the ibais Bank Reconciliation system.

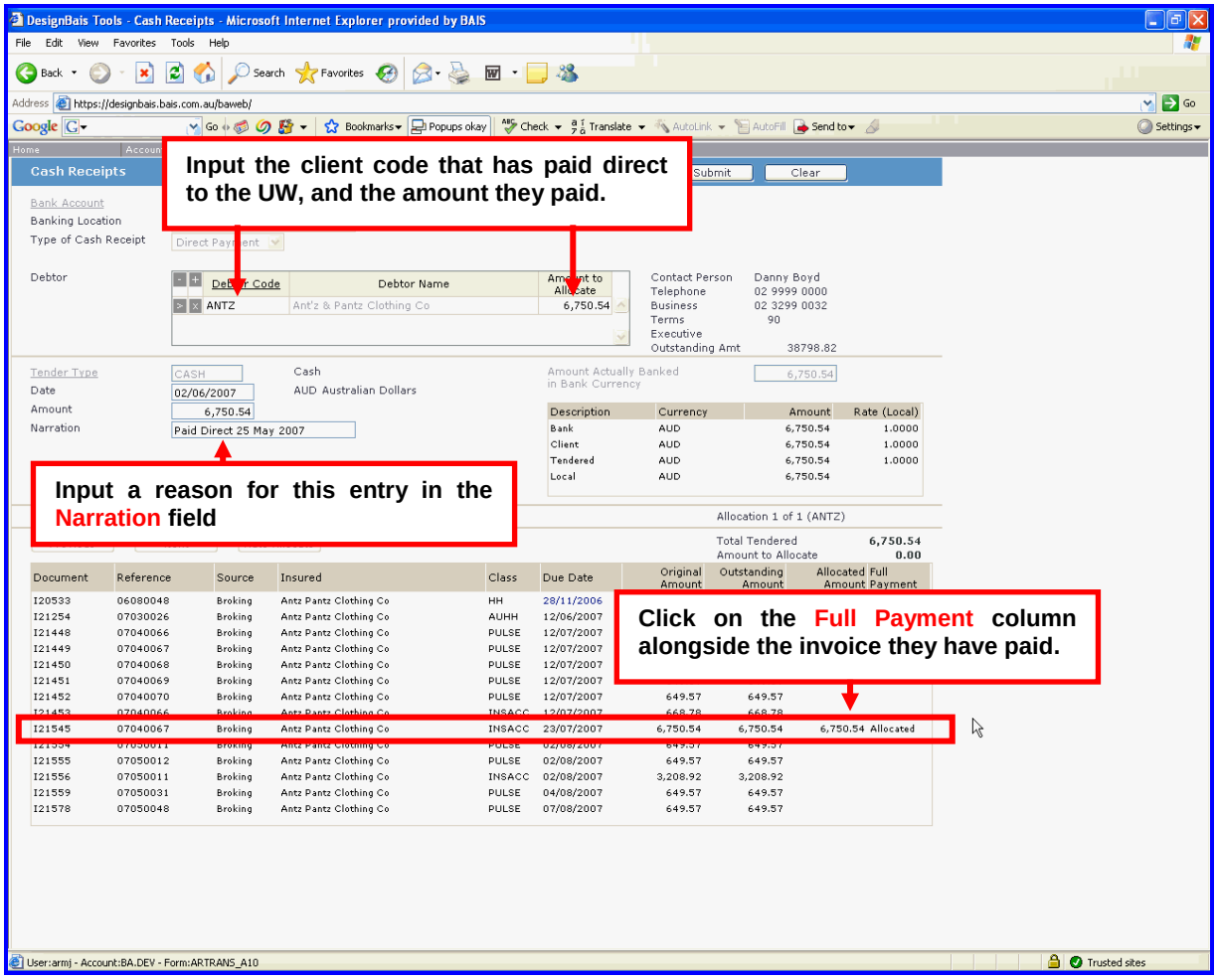
Direct Payment

This function is available via **Cash Receipting**.

It is used to account for situations where the client has paid a policy directly to the underwriter.

The Direct Payment transaction will fully offset the debt owed by the client and fully offset the amount owed to the underwriter. The direct payment will be fully allocated to the underwriter's account. Any commission owed to the broker will therefore be shown as owed by the underwriter.

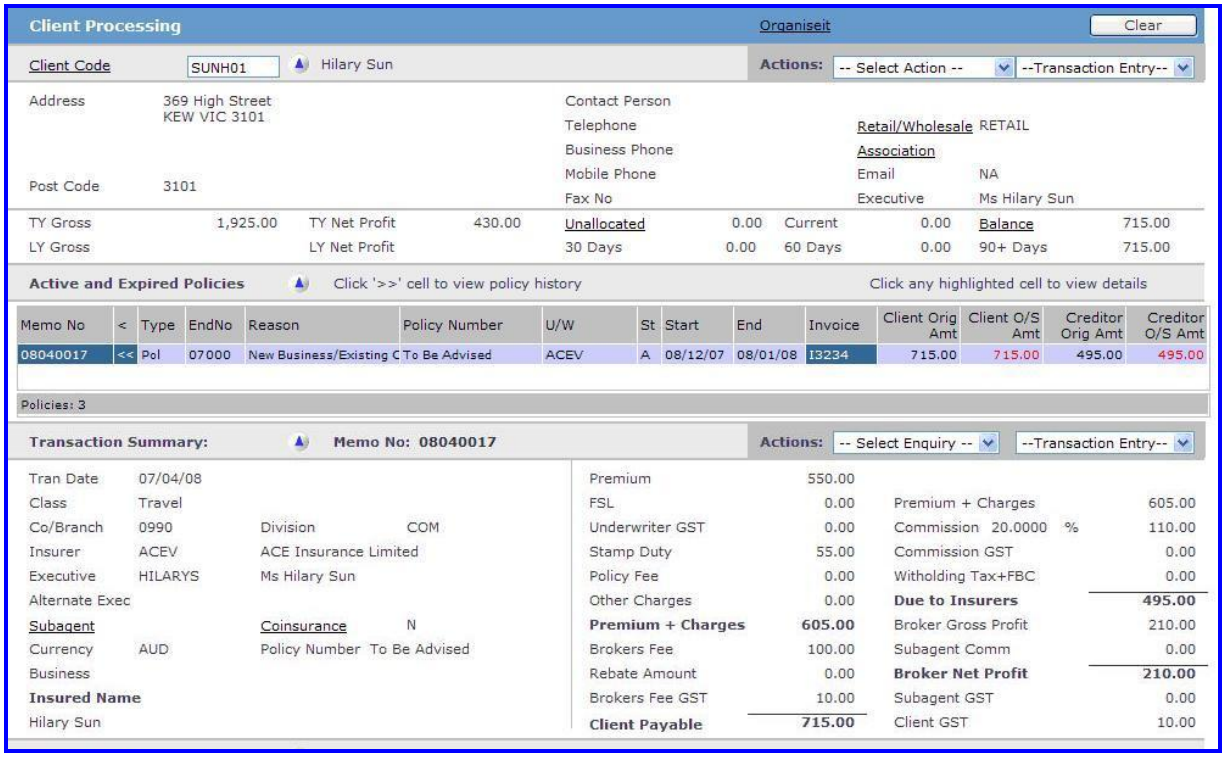



Input the client code that has paid direct to the UW, and the amount they paid.
Input a reason for this entry in the Narration field
Click on the Full Payment column alongside the invoice they have paid.

ibais Direct Payment Journals

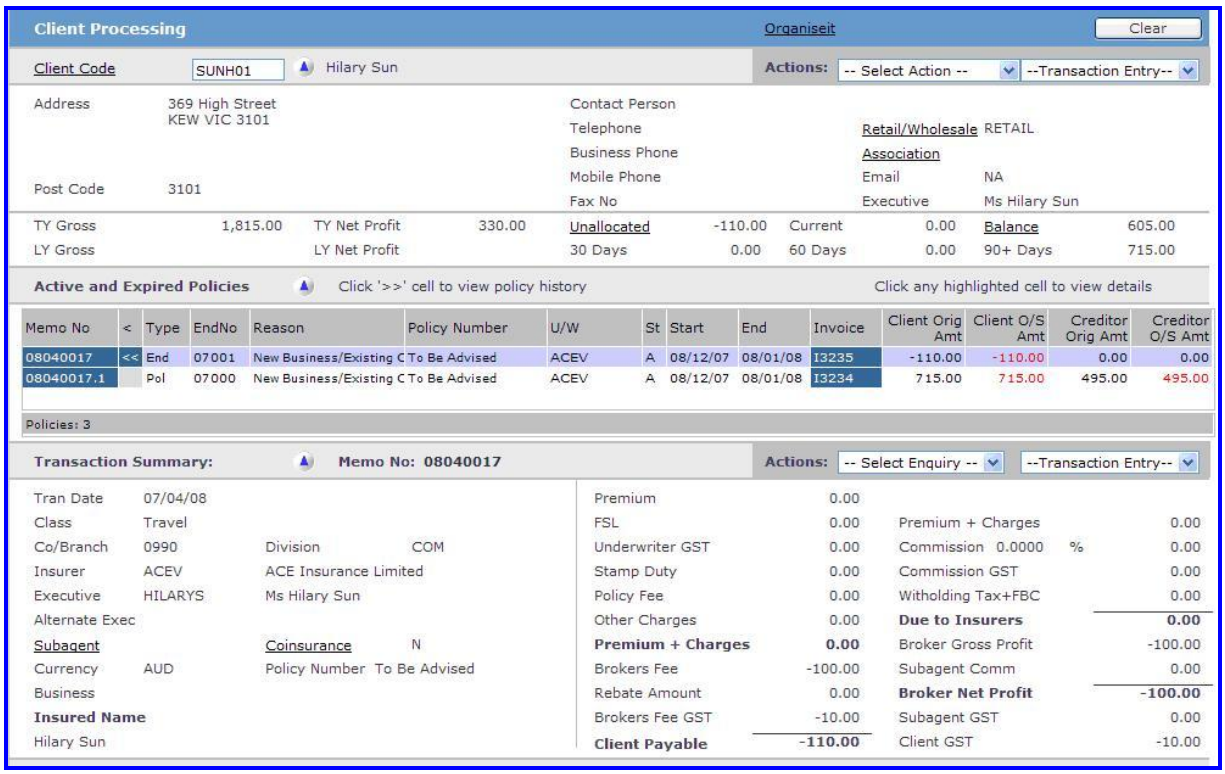
If your client pays the Insurer direct to avoid paying your Brokers Fee, this is how you will process the entry into the system. The brokers fee is to be adjusted to zero.

The form below shows the original state of the policy. In this example there is a $100.00 brokers fee on the policy.



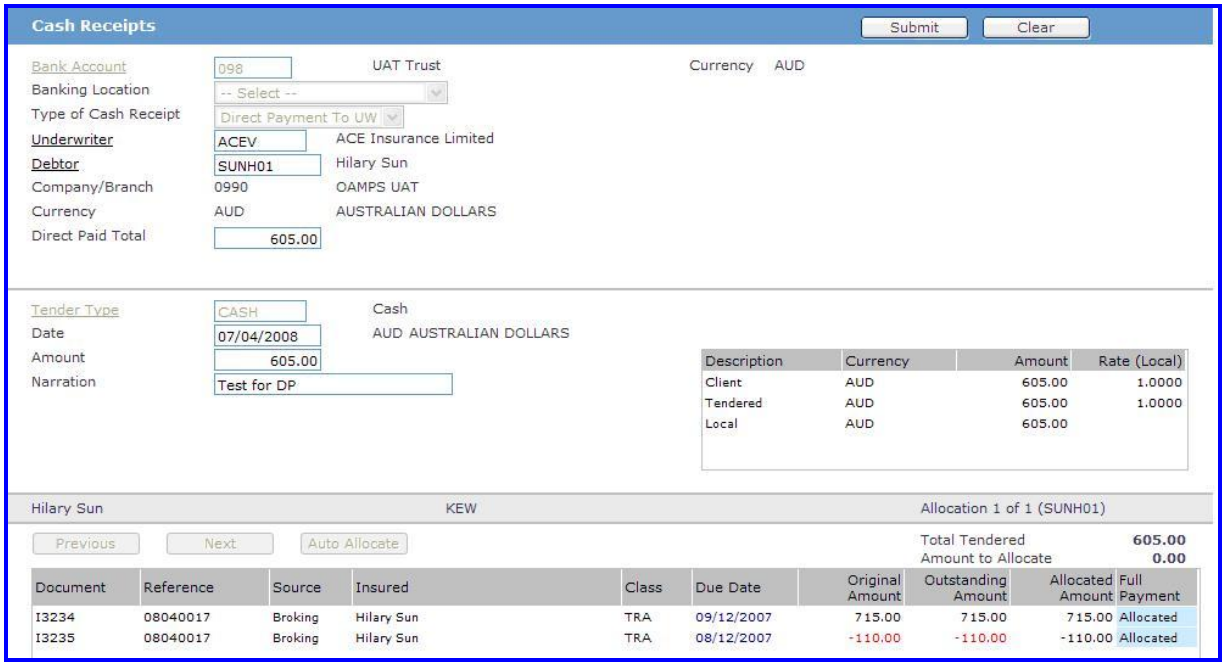
The client pays the underwriter directly ($605.00) thus excluding the brokers fee.

An endorsement is processed to reverse the brokers fee.

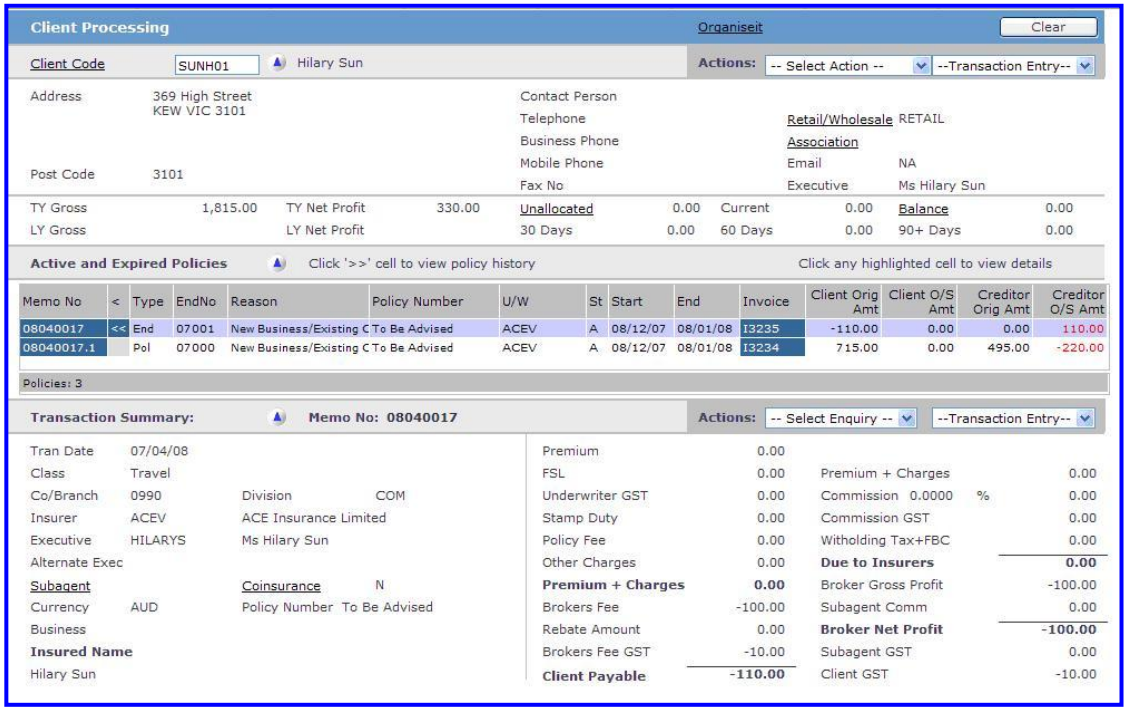


The Direct Payment Cash Receipt is used to clear the account.

Note: The credit must be allocated first or the system will produce an error message.



ibais has cleared the client amount owed and left a balance equivalent to the amount to be recovered from the insurer ($110.00).



Client Processing — Organiseit — Clear

Client Code: SUNH01 Hilary Sun — Actions: -- Select Action -- / --Transaction Entry--

Address: 369 High Street, KEW VIC 3101 — Post Code: 3101

Contact Person:
Telephone:
Business Phone:
Mobile Phone:
Fax No:

Retail/Wholesale: RETAIL
Association:
Email: NA
Executive: Ms Hilary Sun

TY Gross	1,815.00	TY Net Profit	330.00	Unallocated	0.00	Current	0.00	Balance	0.00
LY Gross		LY Net Profit		30 Days	0.00	60 Days	0.00	90+ Days	0.00

Active and Expired Policies — Click '>>' cell to view policy history — Click any highlighted cell to view details

Memo No	<	Type	EndNo	Reason	Policy Number	U/W	St	Start	End	Invoice	Client Orig Amt	Client O/S Amt	Creditor Orig Amt	Creditor O/S Amt
08040017	<<	End	07001	New Business/Existing C	To Be Advised	ACEV	A	08/12/07	08/01/08	I3235	-110.00	0.00	0.00	110.00
08040017.1		Pol	07000	New Business/Existing C	To Be Advised	ACEV	A	08/12/07	08/01/08	I3234	715.00	0.00	495.00	-220.00

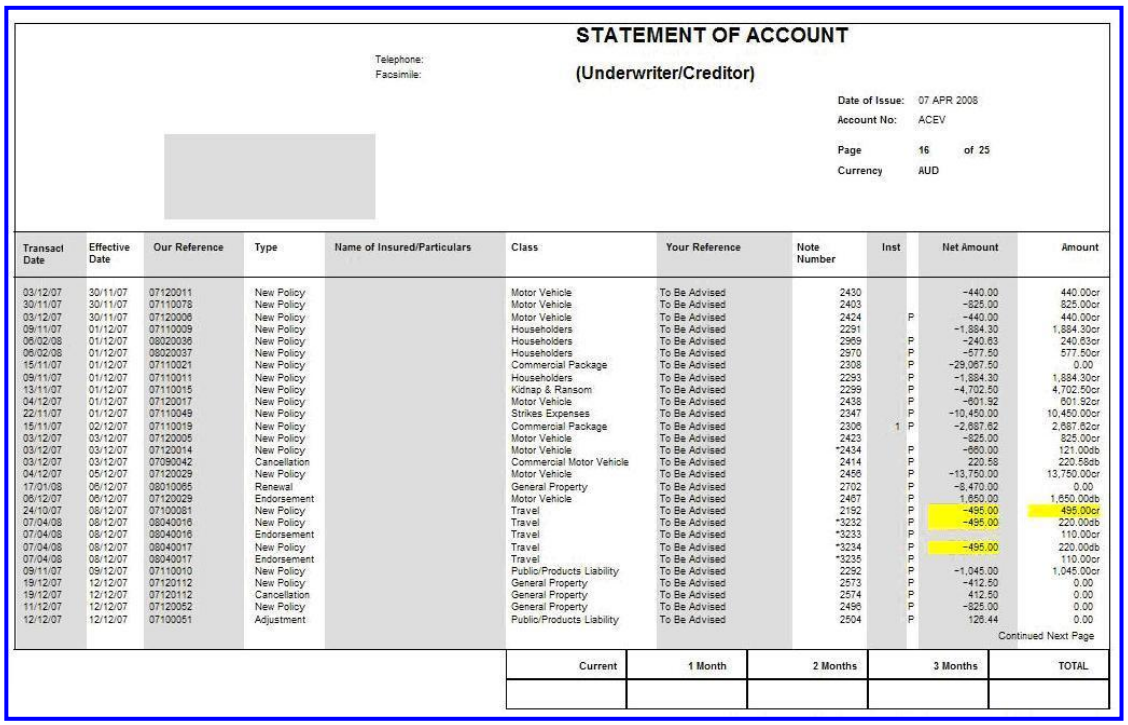
Policies: 3

Transaction Summary: Memo No: 08040017 — Actions: -- Select Enquiry -- / --Transaction Entry--

Tran Date: 07/04/08
Class: Travel
Co/Branch: 0990 Division: COM
Insurer: ACEV ACE Insurance Limited
Executive: HILARYS Ms Hilary Sun
Alternate Exec:
Subagent: Coinsurance: N
Currency: AUD Policy Number: To Be Advised
Business:
Insured Name
Hilary Sun

Premium	0.00		
FSL	0.00	Premium + Charges	0.00
Underwriter GST	0.00	Commission 0.0000 %	0.00
Stamp Duty	0.00	Commission GST	0.00
Policy Fee	0.00	Witholding Tax+FBC	0.00
Other Charges	0.00	**Due to Insurers**	**0.00**
Premium + Charges	**0.00**	Broker Gross Profit	-100.00
Brokers Fee	-100.00	Subagent Comm	0.00
Rebate Amount	0.00	**Broker Net Profit**	**-100.00**
Brokers Fee GST	-10.00	Subagent GST	0.00
Client Payable	**-110.00**	Client GST	-10.00

The transaction is fully disclosed in the Creditors Statement.



STATEMENT OF ACCOUNT

Telephone:
Facsimile:

(Underwriter/Creditor)

Date of Issue: 07 APR 2008
Account No: ACEV
Page 16 of 25
Currency AUD

Transact Date	Effective Date	Our Reference	Type	Name of Insured/Particulars	Class	Your Reference	Note Number	Inst		Net Amount	Amount
03/12/07	30/11/07	07120011	New Policy		Motor Vehicle	To Be Advised	2430			-440.00	440.00cr
30/11/07	30/11/07	07110078	New Policy		Motor Vehicle	To Be Advised	2403			-825.00	825.00cr
03/12/07	30/11/07	07120006	New Policy		Motor Vehicle	To Be Advised	2424		P	-440.00	440.00cr
09/11/07	01/12/07	07110009	New Policy		Householders	To Be Advised	2291			-1,884.30	1,884.30cr
06/02/08	01/12/07	08020036	New Policy		Householders	To Be Advised	2969		P	-240.63	240.63cr
06/02/08	01/12/07	08020037	New Policy		Householders	To Be Advised	2970		P	-577.50	577.50cr
15/11/07	01/12/07	07110021	New Policy		Commercial Package	To Be Advised	2308		P	-29,067.50	0.00
09/11/07	01/12/07	07110011	New Policy		Householders	To Be Advised	2293		P	-1,884.30	1,884.30cr
13/11/07	01/12/07	07110016	New Policy		Kidnap & Ransom	To Be Advised	2299		P	-4,702.50	4,702.50cr
04/12/07	01/12/07	07120017	New Policy		Motor Vehicle	To Be Advised	2438		P	-601.92	601.92cr
22/11/07	01/12/07	07110049	New Policy		Strikes Expenses	To Be Advised	2347		P	-10,450.00	10,450.00cr
15/11/07	02/12/07	07110019	New Policy		Commercial Package	To Be Advised	2306	1	P	-2,687.62	2,687.62cr
03/12/07	03/12/07	07120005	New Policy		Motor Vehicle	To Be Advised	2423			-825.00	825.00cr
03/12/07	03/12/07	07120014	New Policy		Motor Vehicle	To Be Advised	*2434		P	-660.00	121.00db
03/12/07	03/12/07	07090042	Cancellation		Commercial Motor Vehicle	To Be Advised	2414		P	220.58	220.58db
04/12/07	05/12/07	07120029	New Policy		Motor Vehicle	To Be Advised	2456		P	-13,750.00	13,750.00cr
17/01/08	06/12/07	08010055	Renewal		General Property	To Be Advised	2702		P	-8,470.00	0.00
06/12/07	06/12/07	07120029	Endorsement		Motor Vehicle	To Be Advised	2467		P	1,650.00	1,650.00db
24/10/07	08/12/07	07100081	New Policy		Travel	To Be Advised	2192		P	-495.00	495.00cr
07/04/08	08/12/07	08040016	New Policy		Travel	To Be Advised	*3232		P	-495.00	220.00db
07/04/08	08/12/07	08040016	Endorsement		Travel	To Be Advised	*3233		P		110.00cr
07/04/08	08/12/07	08040017	New Policy		Travel	To Be Advised	*3234		P	-495.00	220.00db
07/04/08	08/12/07	08040017	Endorsement		Travel	To Be Advised	*3235		P		110.00cr
09/11/07	08/12/07	07110010	New Policy		Public/Products Liability	To Be Advised	2292		P	-1,045.00	1,045.00cr
19/12/07	12/12/07	07120112	New Policy		General Property	To Be Advised	2573		P	-412.50	0.00
19/12/07	12/12/07	07120112	Cancellation		General Property	To Be Advised	2574		P	412.50	0.00
11/12/07	12/12/07	07120052	New Policy		General Property	To Be Advised	2496		P	-825.00	0.00
12/12/07	12/12/07	07100051	Adjustment		Public/Products Liability	To Be Advised	2504		P	126.44	0.00

Continued Next Page

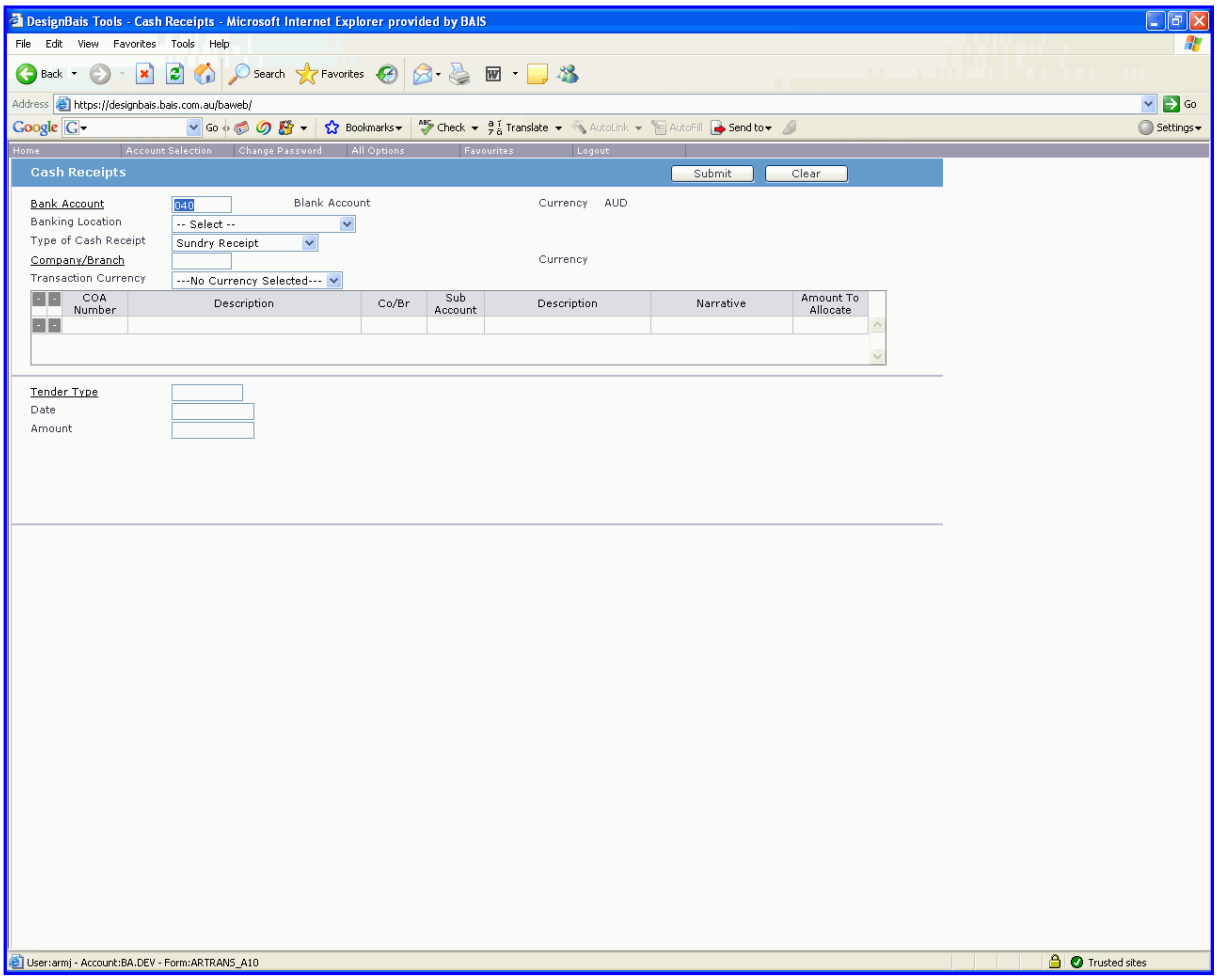
Current	1 Month	2 Months	3 Months	TOTAL

Sundry Cash Receipt

This function enables the entry of cash receipts for amounts that do not relate to invoices, e.g. rent received, tax refunds.

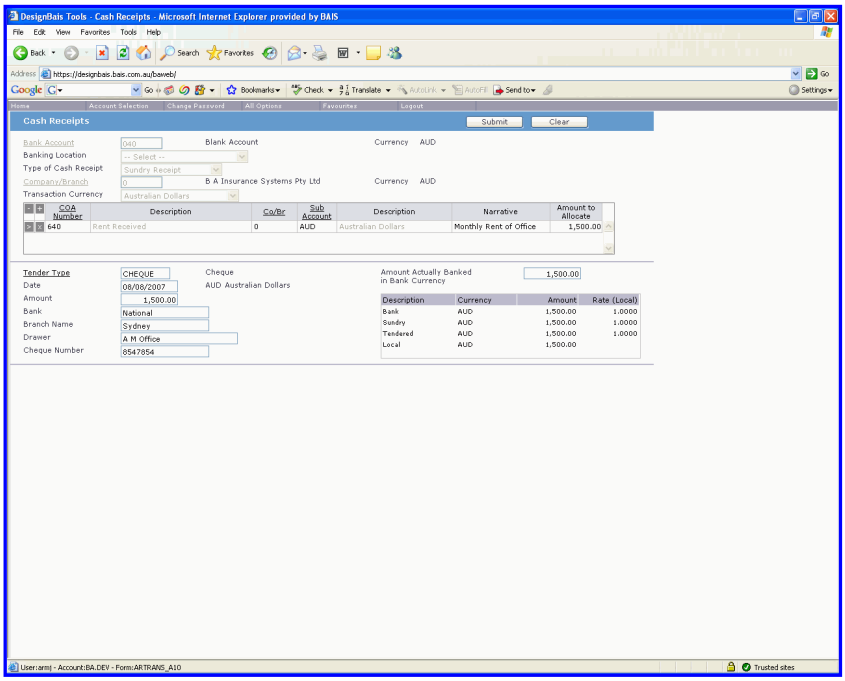
As they are sundry in nature, they must be banked against the general bank account – the monies cannot be banked against a Trust Bank account.

To enter a Sundry Cash Receipt, select **Cash Receipts** from your Favourites and then select **"Sundry Cash Receipt"** from the drop down list.

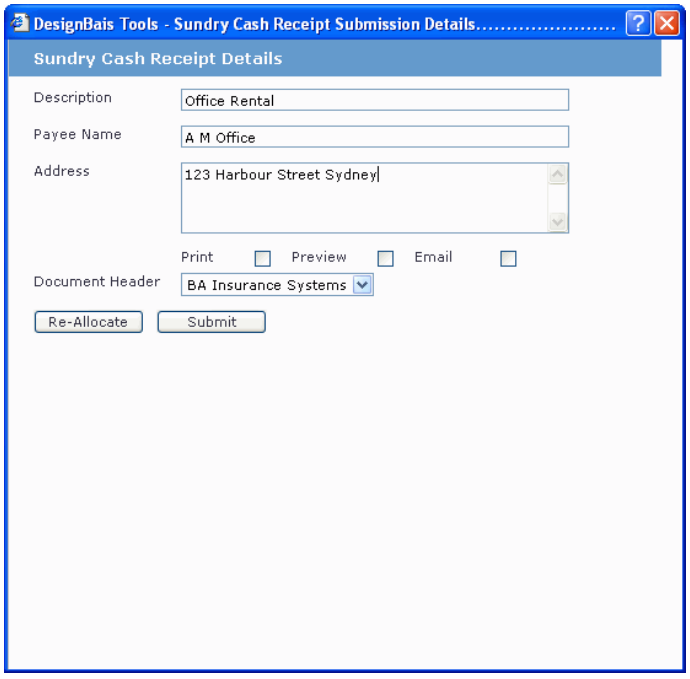


ibais will present the form shown below.

Enter the details of the General Ledger account that the monies are to be receipted against. Then complete the details of the cheque.



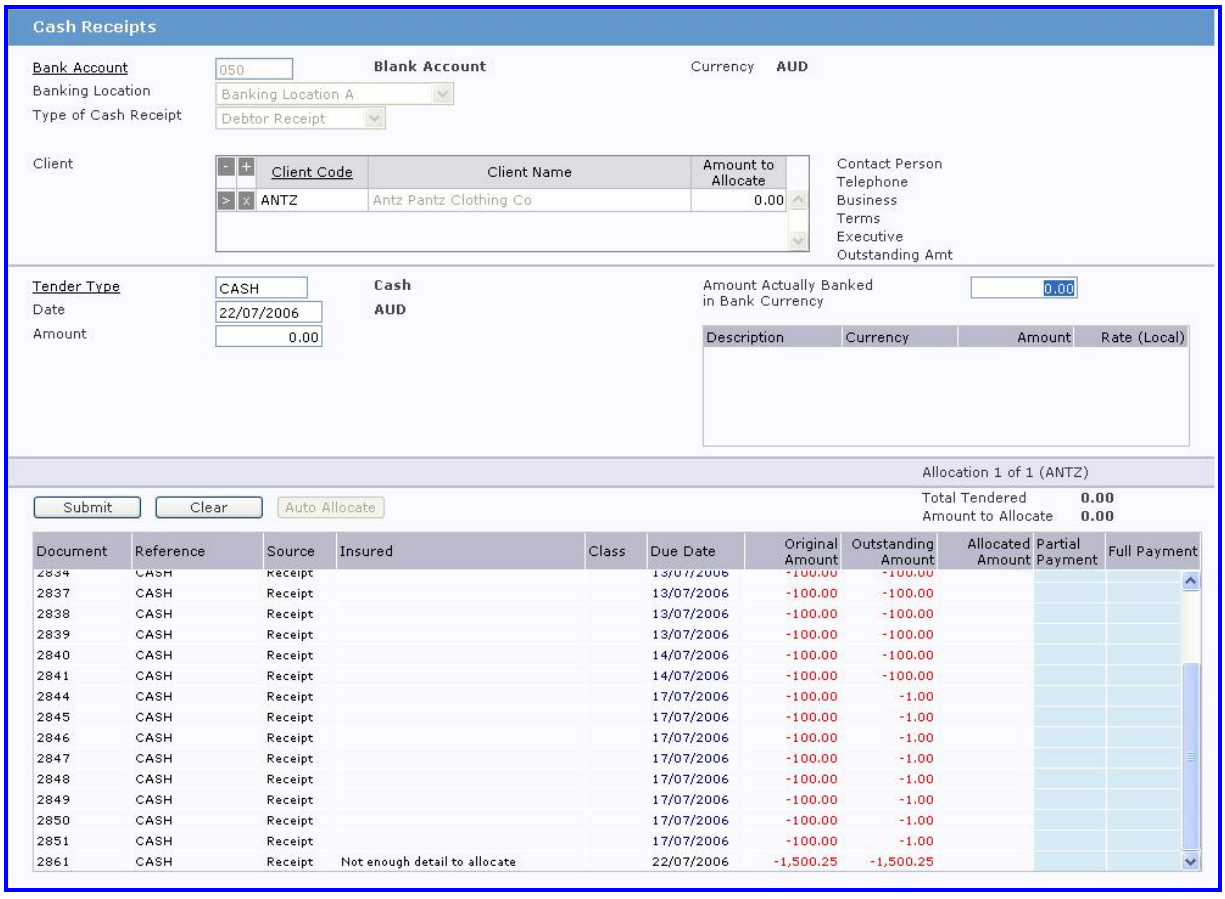
To complete the transaction enter the Receipt details.



Open Item Allocation

Open Item allocations can be completed by **entering a Cash Receipt for a Zero amount**.

The client allocation form is presented and the items can be allocated.



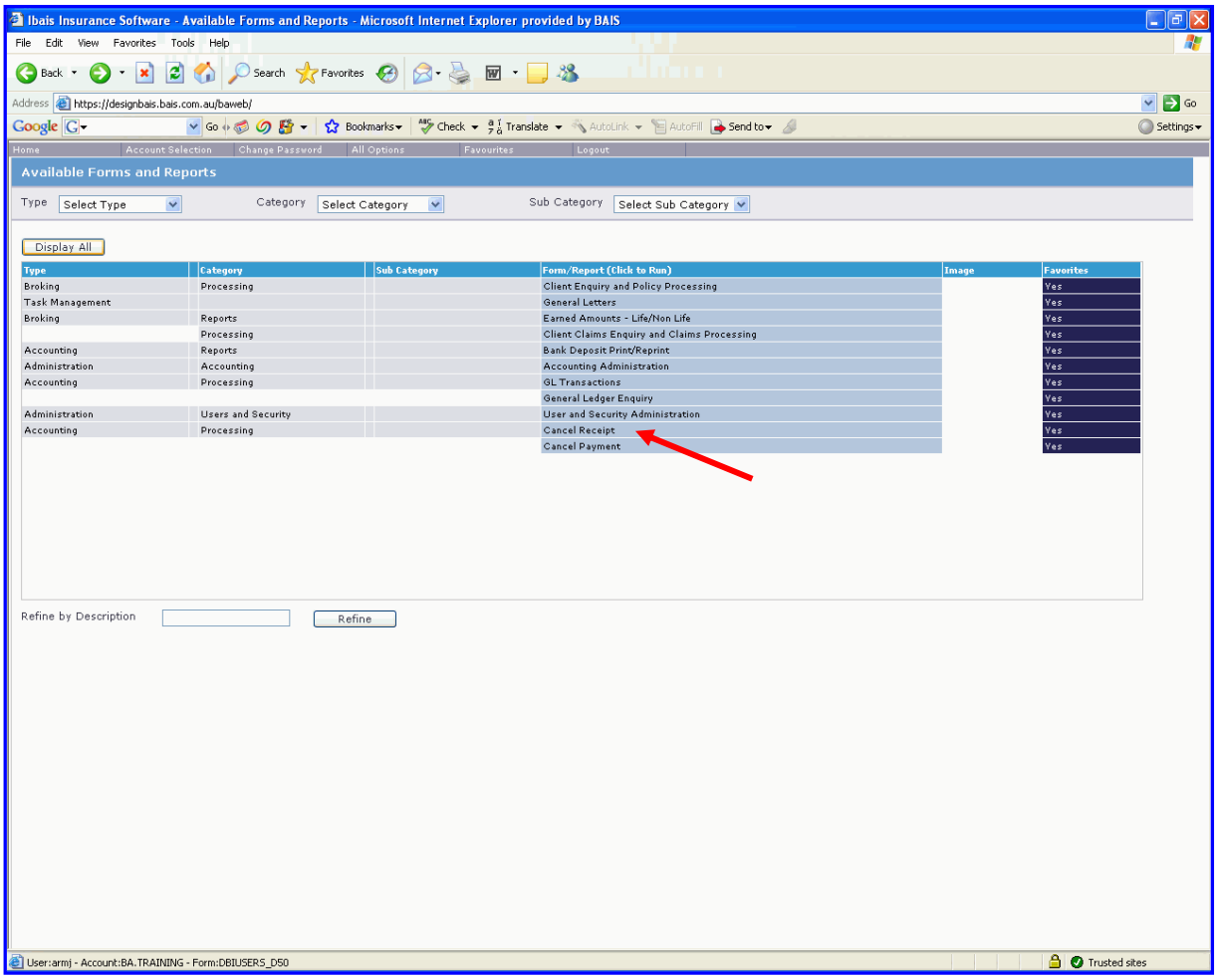
Cancelling Receipts

Overview

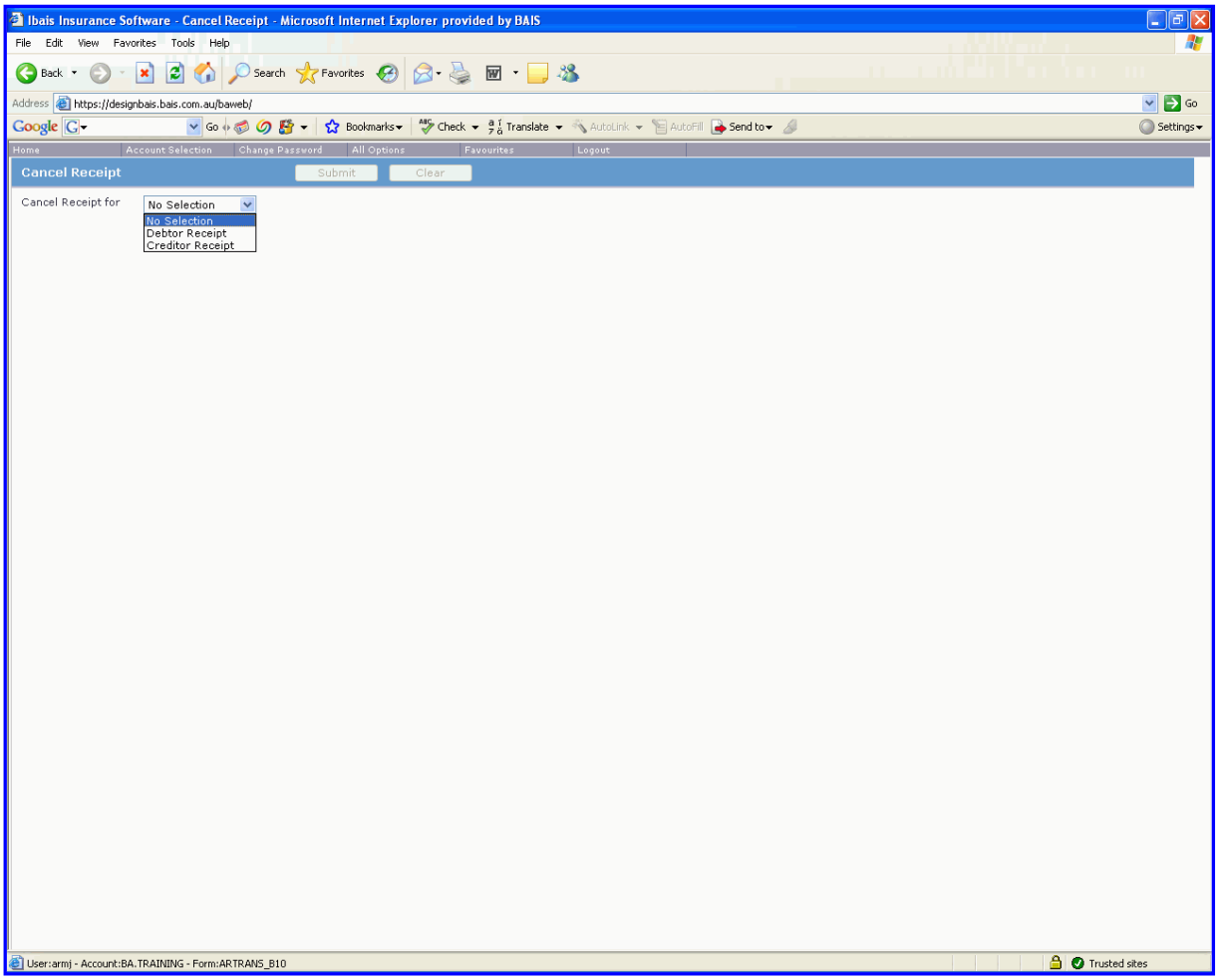
This function is provided to enable you to write back any receipt that has been processed through the system, whether paid by a client or by a creditor (underwriter or sub-agent), which must be reversed for some reason (e.g. dishonoured or spoilt in some manner).

Creating the Transaction

The transaction is entered from your Favourites menu.



The dropdown provides access to the cancellation of receipts from clients or creditors.



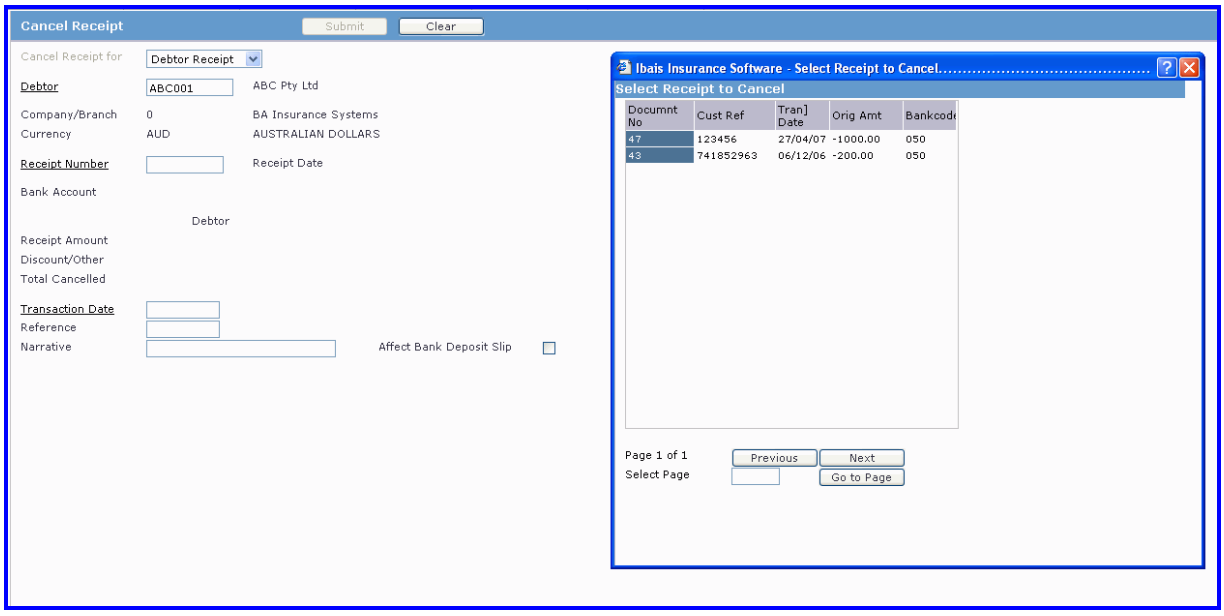
Client Receipt Cancellations

Selecting **Debtor Receipt** from the drop down brings up the following ibais form.

Select the **Debtor** and **Search** for the **Receipt Number**.

The search form will show all payments made by the Debtor

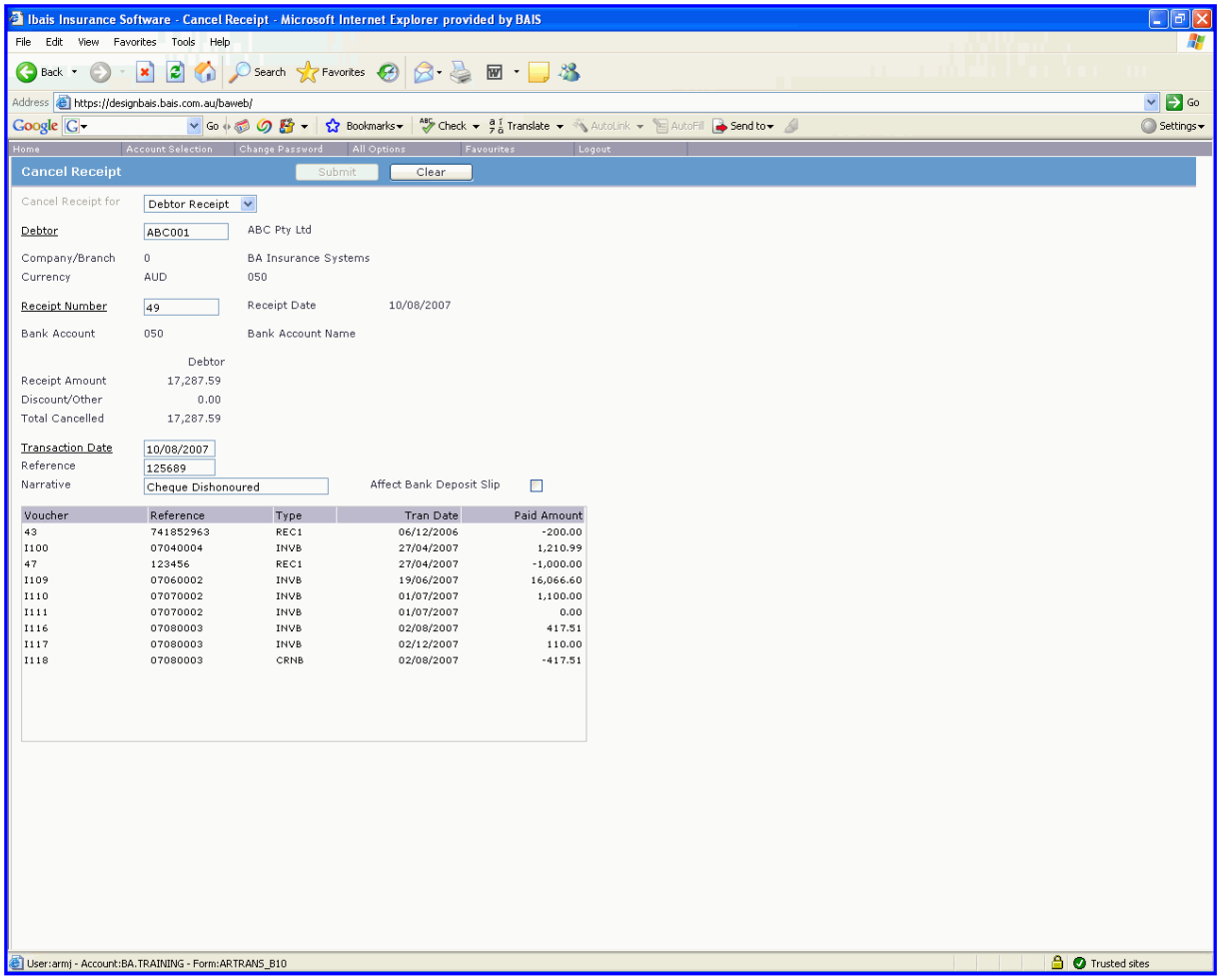
Select the **receipt to be cancelled**.



Note: the flag "Affect Bank Deposit Slip" will allow you to reverse an entry from the Bank Deposit Slip provided the Slip has not been printed eg a receipt which has already been entered which when checked is found to be post-dated. This flag when ticked will clear the receipt from the correct Banking Location.

Complete the process by entering the **Transaction Date**, **Reference** and **Narrative**.

The **Submit** button becomes available when you **Tab** from the **Narrative** field.



The transaction reverses the receipt entry and re-establishes all of the Open Items.

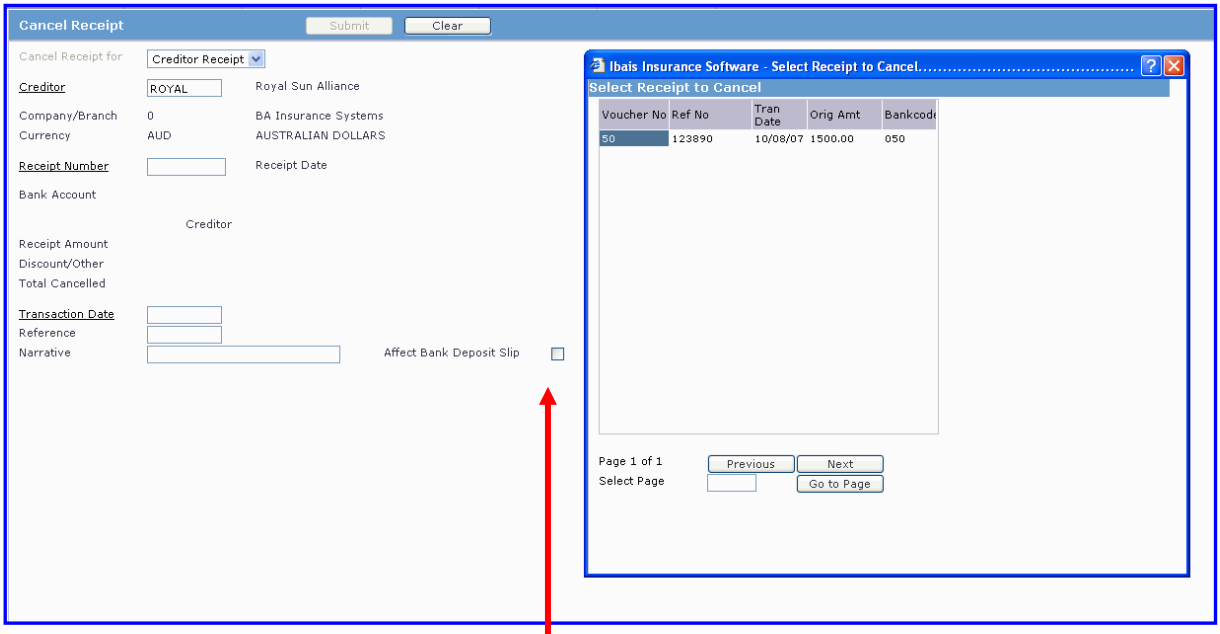
Creditor Receipt Cancellations

Selecting **Creditors** from the drop down brings up the following ibais form.

Select the **Creditor** and Search for the **Receipt Number**

The search form will show all payments made by the Creditor

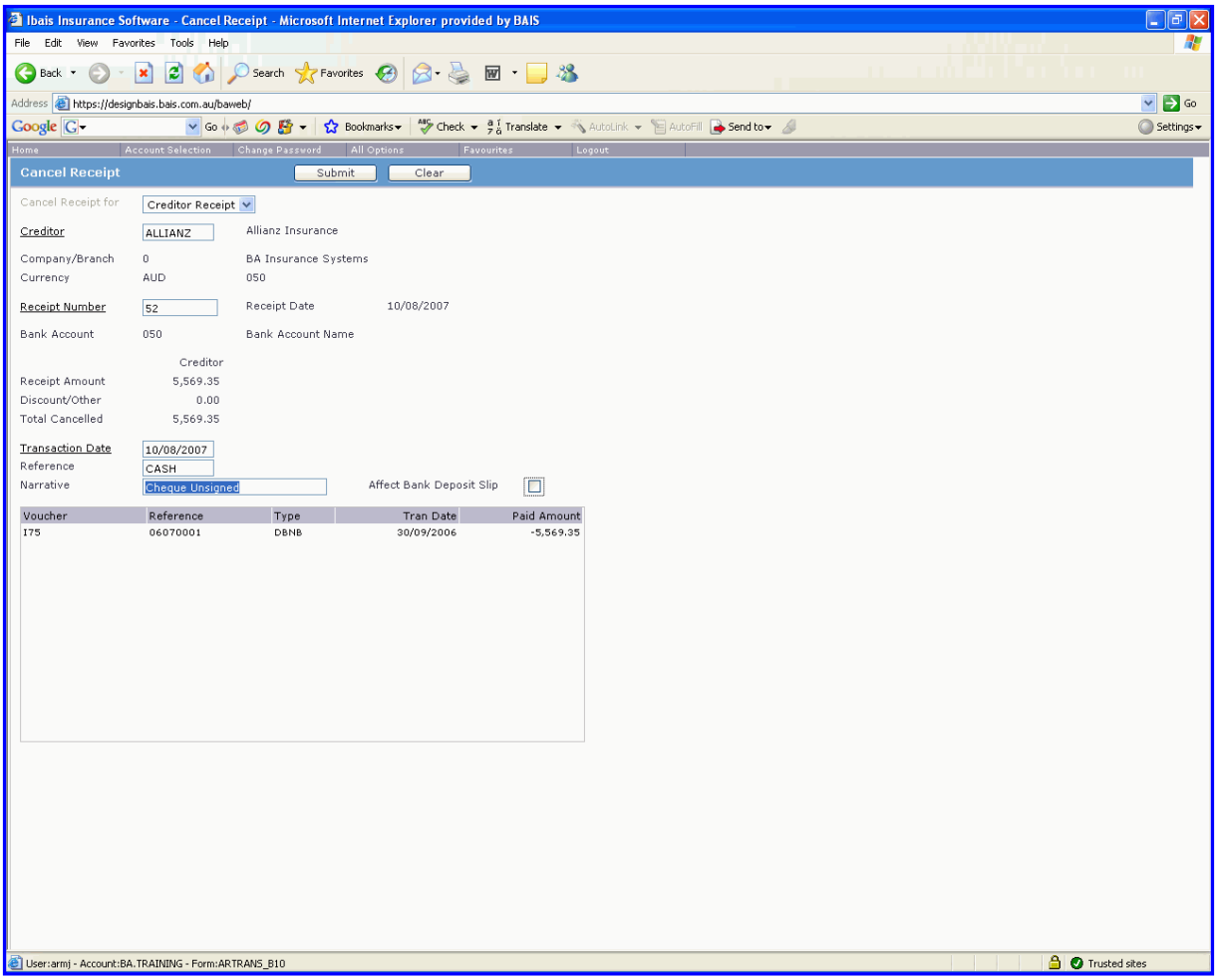
Select the **receipt** to be cancelled.



Note the availability of the "Affect Bank Deposit Slip" tick box.

Complete the process by entering the **Transaction Date**, **Reference** and **Narrative**.

The **Submit** button becomes available when you **Tab** from the **Narrative** field.



The transaction reverses the receipt entry and re-establishes all of the Open Items.

Payments

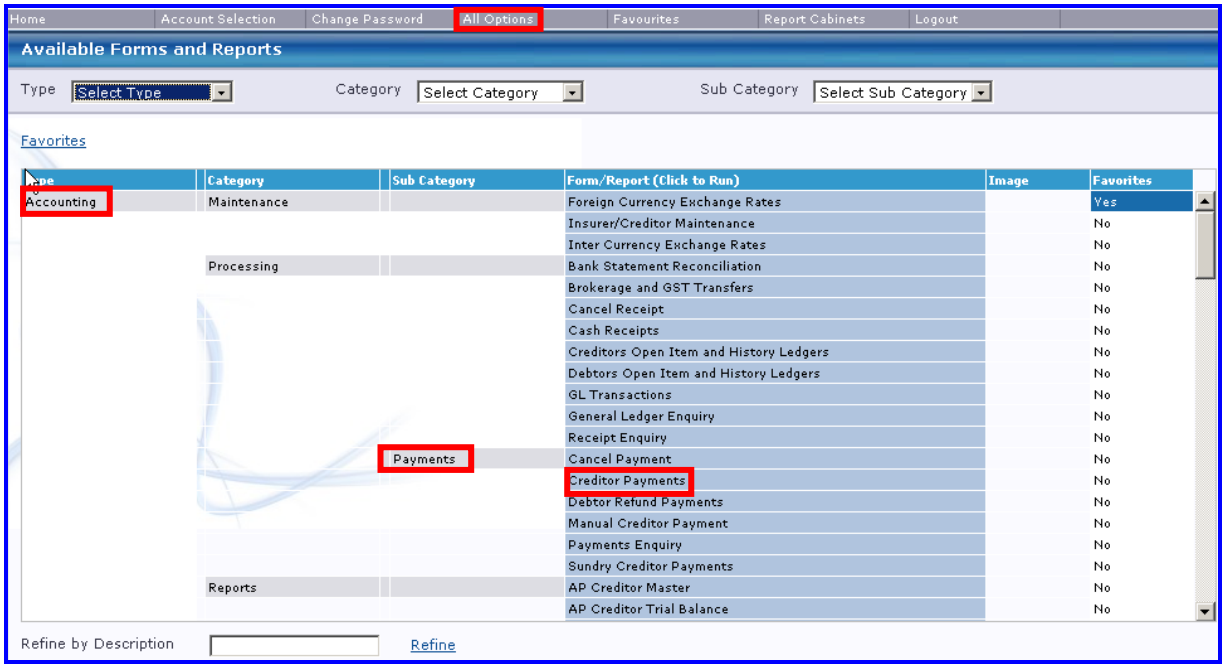
Creditor Payments

This function enables the payment of Creditors. (Underwriters and/or sub agents, brokers etc)

Accessing Payments

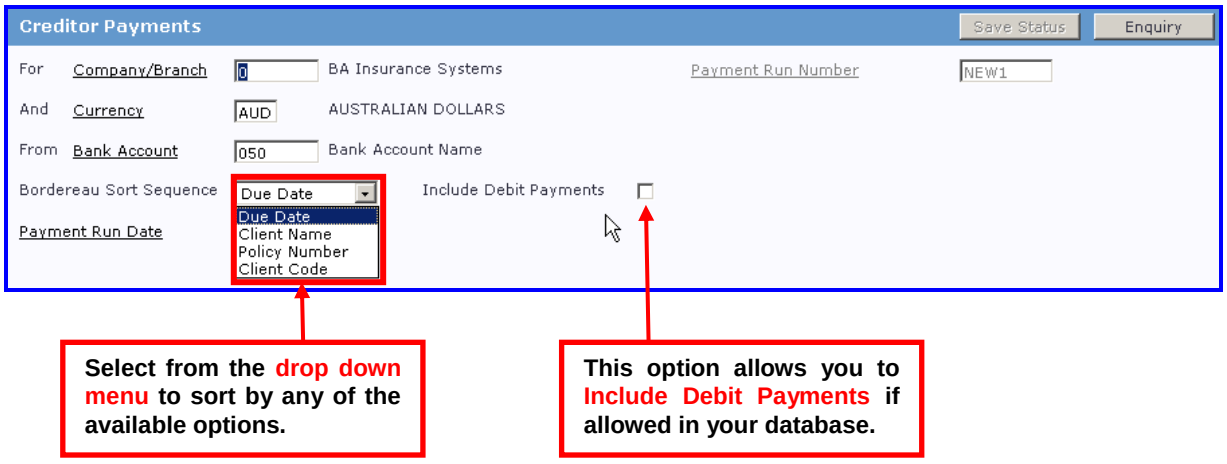
Click on **Accounting** on the Home page, or **All Options** on the top menu, as shown below, to display all available options.

Select **Creditor Payments** from the **Accounting list**.

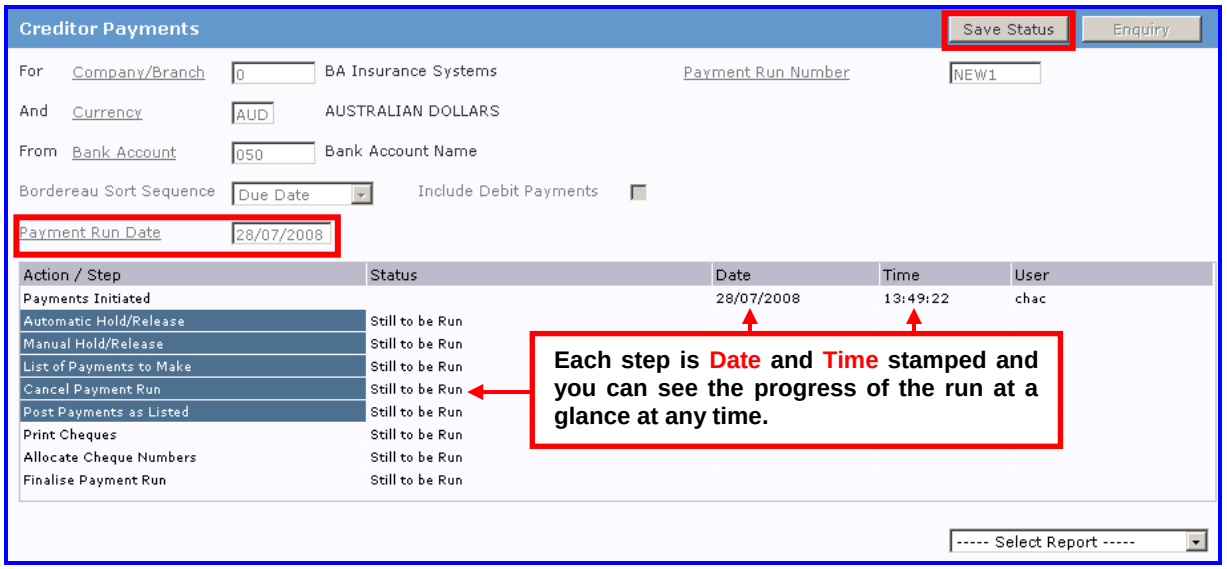


and the following will appear.

Ensure **Company/Branch**, **Currency** and **Bank Account** from which payment is to be made is displayed correctly. The screen now provides additional options as below:


Creditor Payments
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number NEW1
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date
Due Date
Client Name
Policy Number
Client Code
Select from the drop down menu to sort by any of the available options.
This option allows you to Include Debit Payments if allowed in your database.

When the Payment Run Date is entered the following details are displayed:


Creditor Payments
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number NEW1
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date 28/07/2008
Action / Step
Status
Date
Time
User
Payments Initiated 28/07/2008 13:49:22 chac
Automatic Hold/Release Still to be Run
Manual Hold/Release Still to be Run
List of Payments to Make Still to be Run
Cancel Payment Run Still to be Run
Post Payments as Listed Still to be Run
Print Cheques Still to be Run
Allocate Cheque Numbers Still to be Run
Finalise Payment Run Still to be Run
Each step is Date and Time stamped and you can see the progress of the run at a glance at any time.
----- Select Report -----

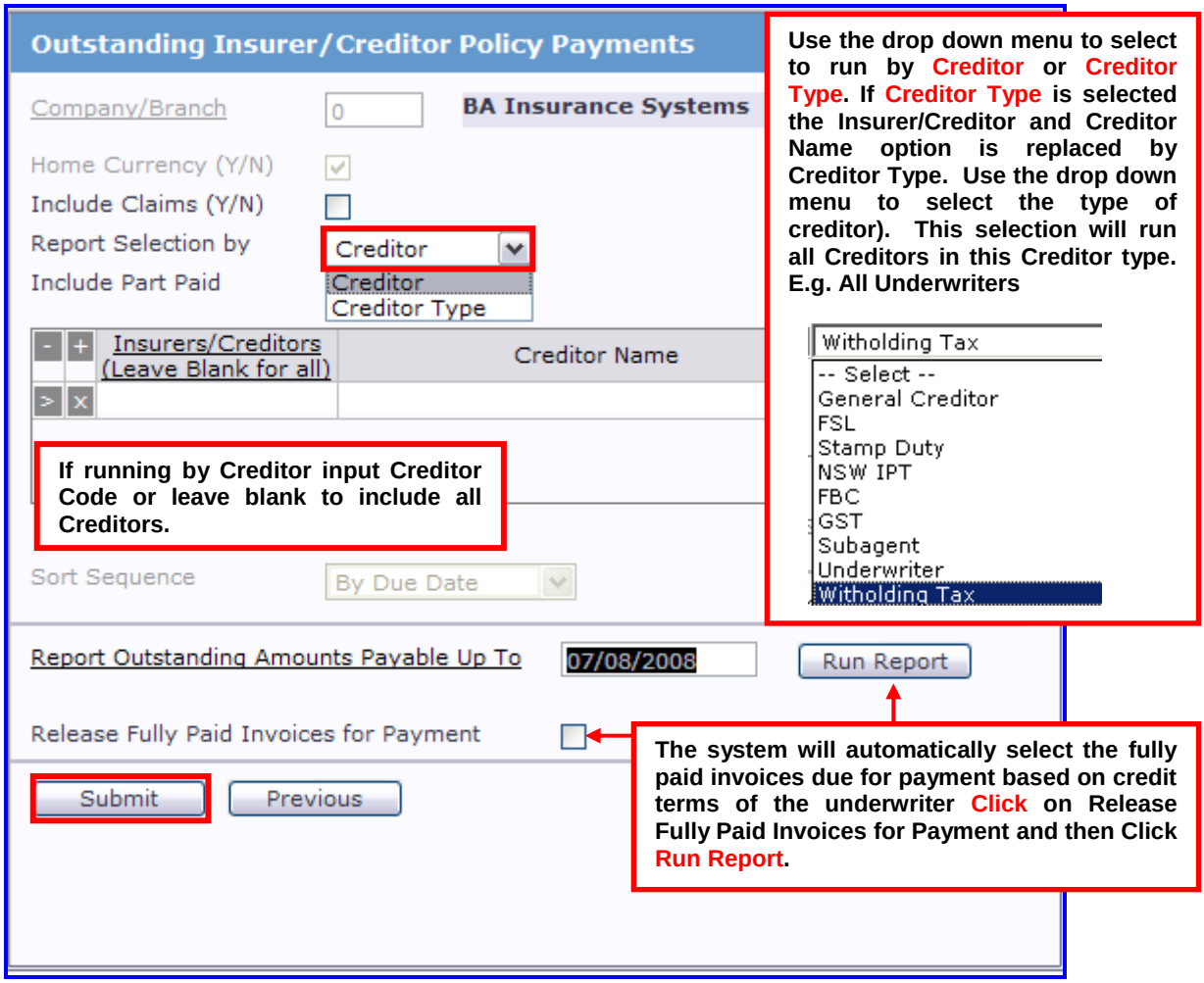
From this screen, you can proceed with each step to complete the Payments as required, or **Save Status,** by clicking on the button at the top of the screen, to return and complete the Payments at a later time.

To complete any of the steps showing as **Still to be Run**, you click on the highlighted field, for example - Automatic Hold/Release.

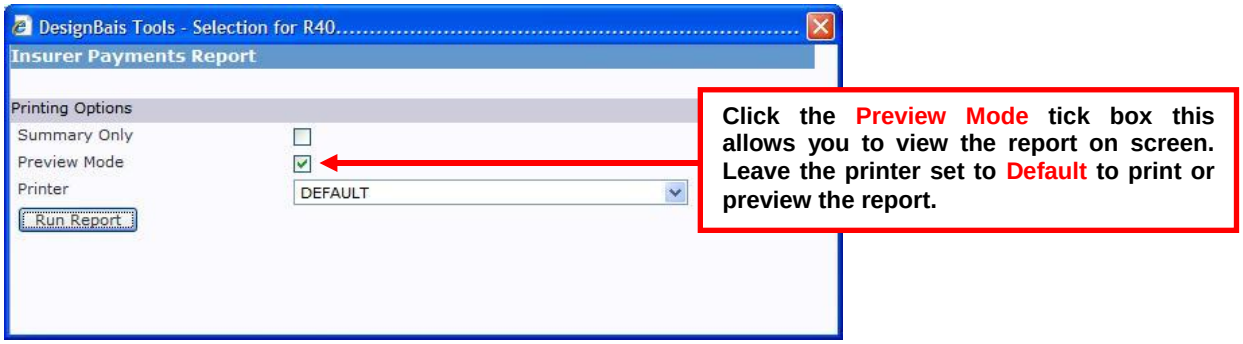
As each step is completed, the **Status** column will reflect this.

Automatic Hold/Release

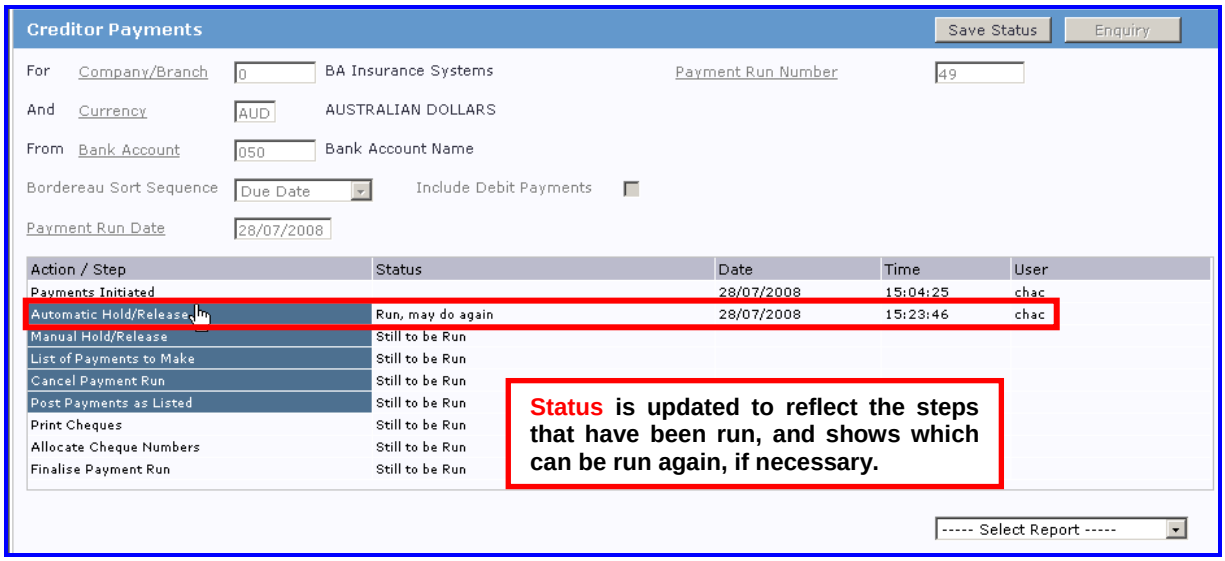
Click on the highlighted field - Automatic Hold/Release. This option allows you to produce reports and automatically release items for payment based on these reports.


Outstanding Insurer/Creditor Policy Payments
Company/Branch
0
BA Insurance Systems
Home Currency (Y/N)
Include Claims (Y/N)
Report Selection by
Creditor
Include Part Paid
Creditor
Creditor Type
Insurers/Creditors (Leave Blank for all)
Creditor Name
If running by Creditor input Creditor Code or leave blank to include all Creditors.
Sort Sequence
By Due Date
Report Outstanding Amounts Payable Up To
07/08/2008
Run Report
Release Fully Paid Invoices for Payment
Submit
Previous
Use the drop down menu to select to run by Creditor or Creditor Type. If Creditor Type is selected the Insurer/Creditor and Creditor Name option is replaced by Creditor Type. Use the drop down menu to select the type of creditor). This selection will run all Creditors in this Creditor type. E.g. All Underwriters
Witholding Tax
-- Select --
General Creditor
FSL
Stamp Duty
NSW IPT
FBC
GST
Subagent
Underwriter
Witholding Tax
The system will automatically select the fully paid invoices due for payment based on credit terms of the underwriter Click on Release Fully Paid Invoices for Payment and then Click Run Report.

Clicking on **Run Report** provides the following options:


DesignBais Tools - Selection for R40
Insurer Payments Report
Printing Options
Summary Only
Preview Mode
Printer
DEFAULT
Run Report
Click the Preview Mode tick box this allows you to view the report on screen. Leave the printer set to Default to print or preview the report.

Once you have run the report, **Close** the screens to return to above Outstanding Insurer/Creditor Policy Payments Screen. To continue on and save the information you must press **Submit**. This will then return to the Creditor Payment Run Screen as shown below.


Creditor Payments
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 49
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date 28/07/2008
Action / Step
Status
Date
Time
User
Payments Initiated 28/07/2008 15:04:25 chac
Automatic Hold/Release Run, may do again 28/07/2008 15:23:46 chac
Manual Hold/Release Still to be Run
List of Payments to Make Still to be Run
Cancel Payment Run Still to be Run
Post Payments as Listed Still to be Run
Print Cheques Still to be Run
Allocate Cheque Numbers Still to be Run
Finalise Payment Run Still to be Run
Status is updated to reflect the steps that have been run, and shows which can be run again, if necessary.
----- Select Report -----

Manual Hold/Release

Click on the highlighted field - Manual Hold/Release. This option allows you to modify the list of payments to be made and also to include, or exclude, individual invoices in the payments.

First a list of all the payment recipients is displayed. You can remove any from the list by clicking on the **Remove** column, next to the one to be removed (This will change from a N to a Y). If you remove Creditor, they will be excluded from the payment run completely. You can add additional Creditors, by clicking on **Include another Creditor** to look up the creditor, or simply type in the creditor code.

Please Note: **If the Remove column shows an R it is an auto remove, this is usually a negative remittance and cannot be included in the payment run.**

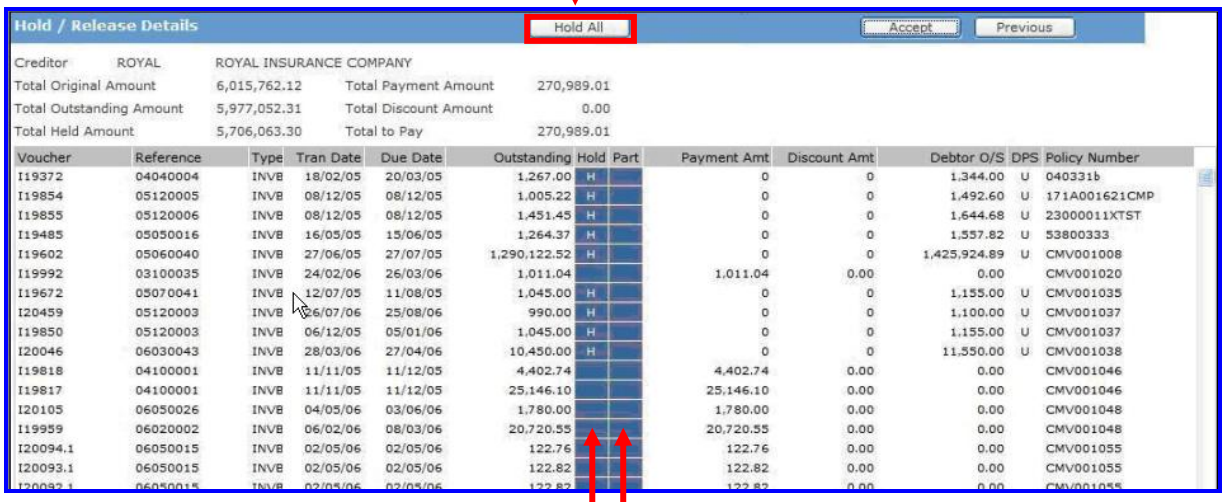
Hold / Release Summary Accept Previous

Include another Creditor

Creditor	Trading Name	Remove	Original Amt	Outstanding	Held Amt	Payment Amt	Discount Amt	Amount Due
ROYAL	AXROYAL INSURANCE COMPANY	N	8,955,046.17	5,977,052.31	5,706,063.30	270,989.01	0.00	270,989.01
IS LLOYDS02	LLOYDS OF LONDON - O2	N	885,267.23	886,061.36	117,073.55	768,987.81	0.00	768,987.81
IS QBE02	QBE INSURANCE (AUST) LIMITED	N	184,368.74	184,368.74	36,097.96	148,270.78	0.00	148,270.78
O SUBA	Overseas Subagent	N	469.00	469.00	211.07	257.93	0.00	257.93
M MBA	Mamba Insurance Pty Ltd	N	1,144,242.30	1,120,800.50	823,653.35	297,147.15	0.00	297,147.15
S BAYA	SUBAYA AGENCIES	N	4,379.81	4,279.81	0.00	4,279.81	0.00	4,279.81
S BCRED	Subagent Creditor	N	1,019.00	827.56	363.45	464.11	0.00	464.11
A PC	Australian Reinsurance Pool Corporation	N	5,939.01	3,851.21	1,515.31	2,335.90	0.00	2,335.90
G LLAGHERZ	A J Gallagher	N	464,341.71	467,341.71	337,040.40	130,301.31	0.00	130,301.31
S B5	Subagent Five	N	17.82	17.82	0.00	17.82	0.00	17.82

If you want to include an additional invoice, or remove an invoice from the payment list for a particular creditor, click on the Creditor Code to display the list of invoices for that creditor, as shown below.

Options are available to put everything back on Hold



Hold / Release Details Hold All Accept Previous

Creditor ROYAL ROYAL INSURANCE COMPANY

Total Original Amount 6,015,762.12 Total Payment Amount 270,989.01

Total Outstanding Amount 5,977,052.31 Total Discount Amount 0.00

Total Held Amount 5,706,063.30 Total to Pay 270,989.01

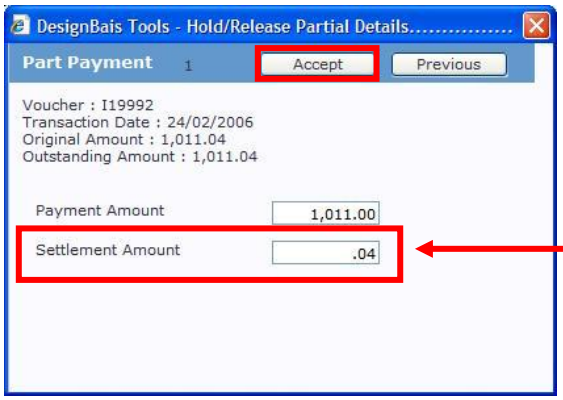
Voucher	Reference	Type	Tran Date	Due Date	Outstanding	Hold	Part	Payment Amt	Discount Amt	Debtor O/S	DPS	Policy Number
I19372	04040004	INVB	18/02/05	20/03/05	1,267.00	H		0	0	1,344.00	U	040331b
I19854	05120005	INVB	08/12/05	08/12/05	1,005.22	H		0	0	1,492.60	U	171A001621CMP
I19855	05120006	INVB	08/12/05	08/12/05	1,451.45	H		0	0	1,644.68	U	23000011XTST
I19485	05050016	INVB	16/05/05	15/06/05	1,264.37	H		0	0	1,557.82	U	53800333
I19602	05060040	INVB	27/06/05	27/07/05	1,290,122.52	H		0	0	1,425,924.89	U	CMV001008
I19992	03100035	INVB	24/02/06	26/03/06	1,011.04			1,011.04	0.00	0.00		CMV001020
I19672	05070041	INVB	12/07/05	11/08/05	1,045.00	H		0	0	1,155.00	U	CMV001035
I20459	05120003	INVB	26/07/06	25/08/06	990.00	H		0	0	1,100.00	U	CMV001037
I19850	05120003	INVB	06/12/05	05/01/06	1,045.00	H		0	0	1,155.00	U	CMV001037
I20046	06030043	INVB	28/03/06	27/04/06	10,450.00	H		0	0	11,550.00	U	CMV001038
I19818	04100001	INVB	11/11/05	11/12/05	4,402.74			4,402.74	0.00	0.00		CMV001046
I19817	04100001	INVB	11/11/05	11/12/05	25,146.10			25,146.10	0.00	0.00		CMV001046
I20105	06050026	INVB	04/05/06	03/06/06	1,780.00			1,780.00	0.00	0.00		CMV001048
I19959	06020002	INVB	06/02/06	08/03/06	20,720.55			20,720.55	0.00	0.00		CMV001048
I20094.1	06050015	INVB	02/05/06	02/05/06	122.76			122.76	0.00	0.00		CMV001055
I20093.1	06050015	INVB	02/05/06	02/05/06	122.82			122.82	0.00	0.00		CMV001055

Click on the Hold column, to toggle between, Hold and Release for any individual invoice. Items with an H in this column are on hold and will NOT be released in this payment.

Click on the Part column to make a Part Payment on any individual invoice. A screen will be displayed (shown below) which allows you to nominate the amount to be paid, and any Settlement Discount, if applicable, to be written off. Amounts written off must be within your allowable write off limit. If nothing is written off, then the balance remains outstanding, to be paid at a future date.

© BA Insurance Systems

Part Payments Screen



Amounts entered here will be written off to Brokerage, and must be within your defined allowable write off limit.

Once you have made any changes required in the Part Payments Screen, click Accept to return to the Hold/Release Details Screen.

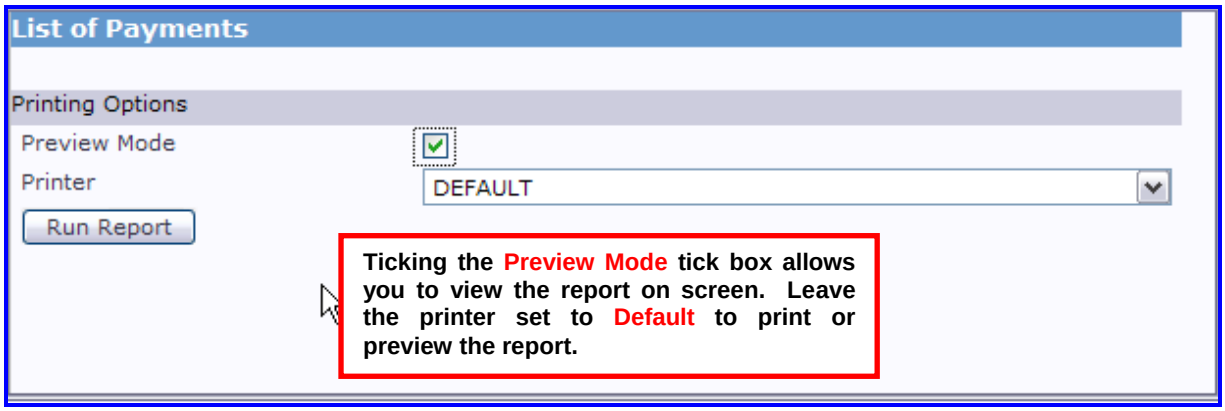
If you have completed all transactions in the Hold/Release Details Screen press Accept and you are returned to the Hold/Release Summary screen if this screen is correct press Accept again to be returned to the **Step List**.

The screen is now updated with the date and time stamp of the steps you have completed.

List of Payments to Make

This step produces a report showing the Payments being made in this Payment run.

Click on List of Payments to Make which will produce the list. You may use the preview mode or print a copy.


List of Payments
Printing Options
Preview Mode
Printer
DEFAULT
Run Report
Ticking the Preview Mode tick box allows you to view the report on screen. Leave the printer set to Default to print or preview the report.

Once you have run the report, **Close** the screen to return to Creditor Payments Steps.

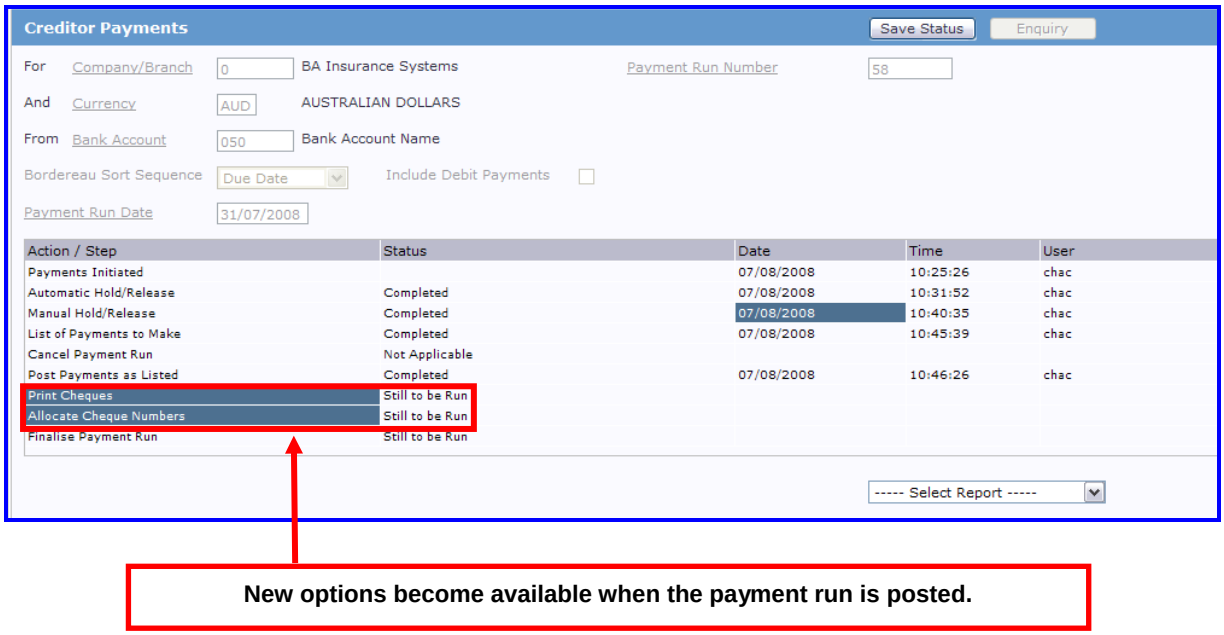
If you are satisfied with the items reported, you can skip the Cancel Payment Run step and proceed directly to Post Payments as Listed.

Please Note: **If the Payment Run is incorrect you may go back and correct the Payment or cancel the Payment Run. By cancelling the Payment Run all preparation work will be deleted.**

Post Payments as Listed

This step posts the payments to accounts. A dialogue box will confirm that you want to Proceed. Click **Yes**.

Please Note: **You cannot cancel the payment run once the Post Payments as Listed step has been completed.**


Creditor Payments
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 58
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date 31/07/2008
Action / Step | Status | Date | Time | User
Payments Initiated | | 07/08/2008 | 10:25:26 | chac
Automatic Hold/Release | Completed | 07/08/2008 | 10:31:52 | chac
Manual Hold/Release | Completed | 07/08/2008 | 10:40:35 | chac
List of Payments to Make | Completed | 07/08/2008 | 10:45:39 | chac
Cancel Payment Run | Not Applicable
Post Payments as Listed | Completed | 07/08/2008 | 10:46:26 | chac
Print Cheques | Still to be Run
Allocate Cheque Numbers | Still to be Run
Finalise Payment Run | Still to be Run
----- Select Report -----

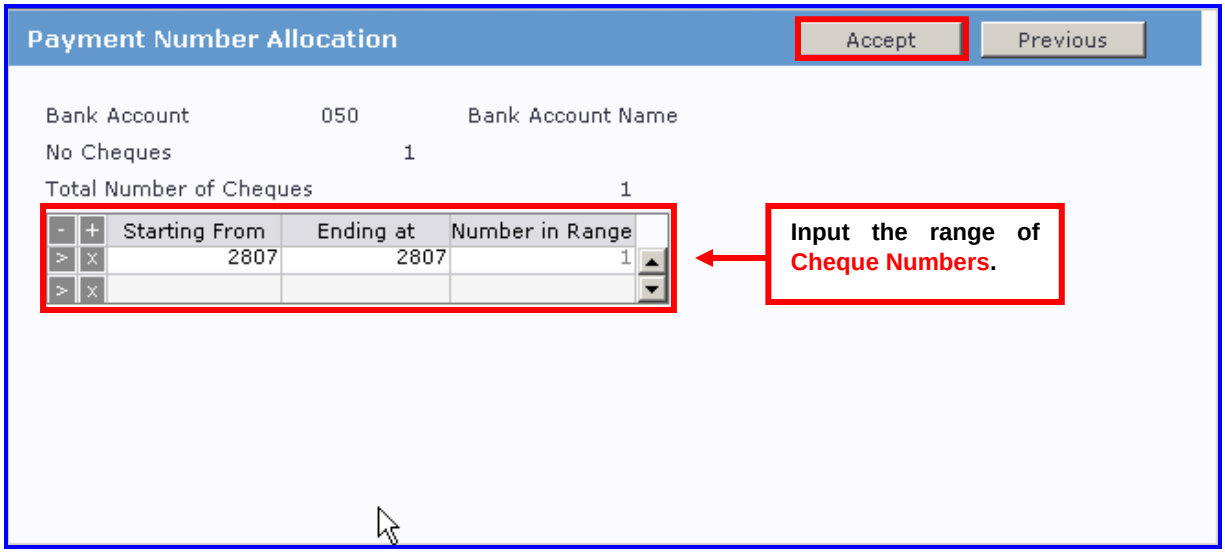
New options become available when the payment run is posted.

Print Cheques

This feature will create a print job for those using pre-printed laser cheques. If you hand write your cheques there is no need to run this step. If you do not currently use laser cheques, but would like to, please contact Support for more information about our cheque stationery layout before proceeding.

Allocate Cheque Numbers

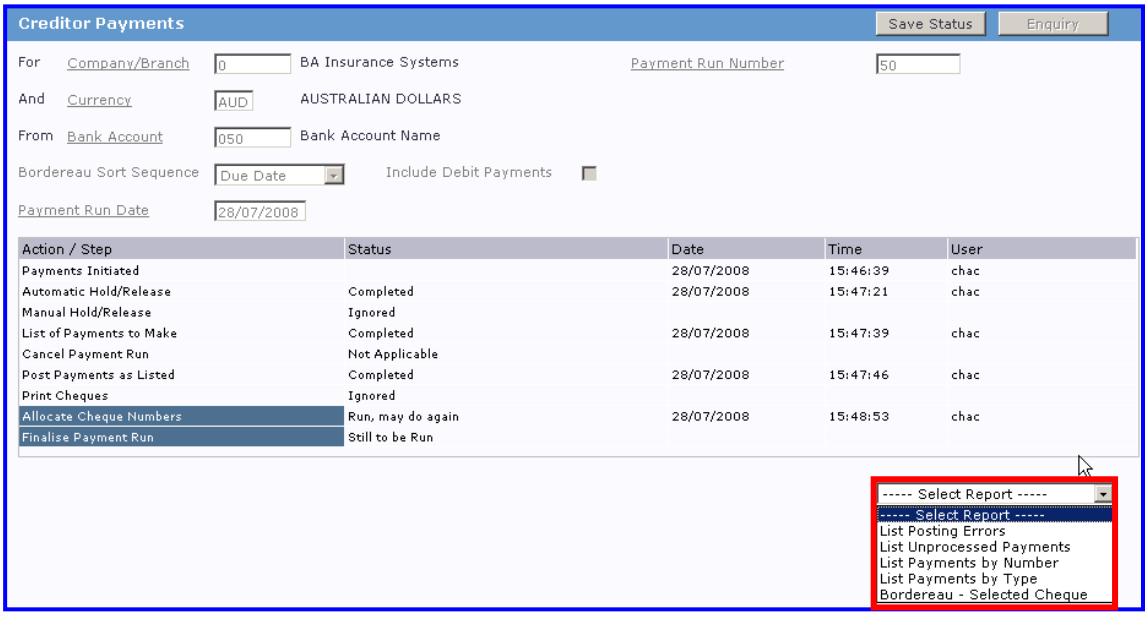
Click on the highlighted field - Allocate Cheque Numbers. This option allows you allocate the cheque numbers to the payments made.



When all cheque numbers are allocated, click Accept to continue.

Reports

You can run several reports during the payment run process. These are accessed via the **Reports** drop down menu as shown below:

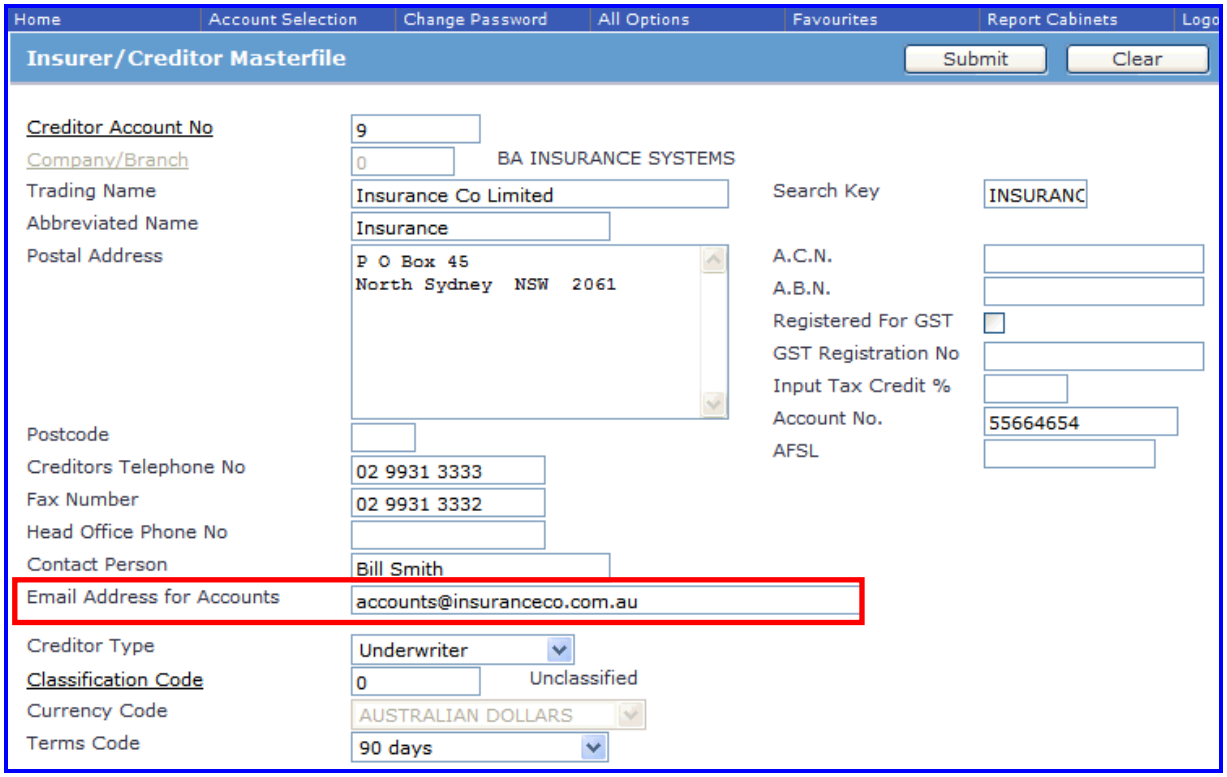

Creditor Payments
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 50
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date 28/07/2008
Action / Step | Status | Date | Time | User
Payments Initiated | | 28/07/2008 | 15:46:39 | chac
Automatic Hold/Release | Completed | 28/07/2008 | 15:47:21 | chac
Manual Hold/Release | Ignored
List of Payments to Make | Completed | 28/07/2008 | 15:47:39 | chac
Cancel Payment Run | Not Applicable
Post Payments as Listed | Completed | 28/07/2008 | 15:47:46 | chac
Print Cheques | Ignored
Allocate Cheque Numbers | Run, may do again | 28/07/2008 | 15:48:53 | chac
Finalise Payment Run | Still to be Run
----- Select Report -----
----- Select Report -----
List Posting Errors
List Unprocessed Payments
List Payments by Number
List Payments by Type
Bordereau - Selected Cheque

Please note: **Bordereau – Selected Cheque will run the Creditor Remittance. This may be selected individually or run automatically when Finalising the Run.**

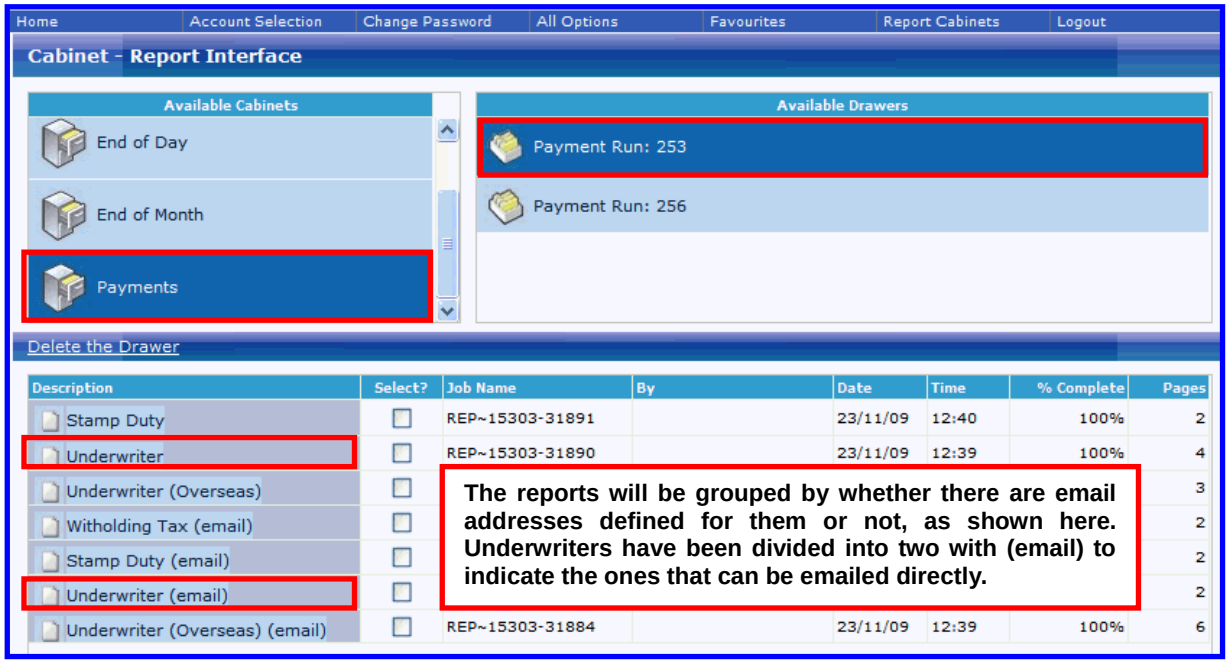
Payment Remittance Report Production

Payment Bordereau Selected Cheques are automatically sent to the Payment Cabinet in Report Cabinets. Capability to email these reports to yourself or print these reports is available as for any other report, using the Print Selected or Email Selected hyperlinks:

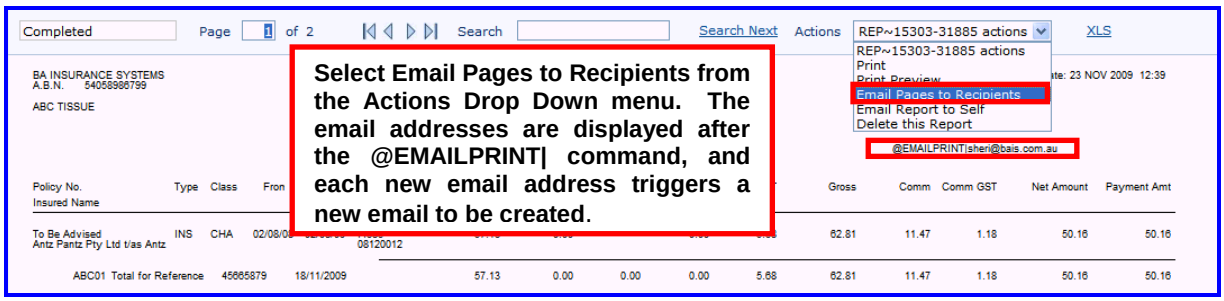
These reports also have the ability to be emailed **directly** to the various creditors if their email addresses are captured in the Creditor Email Address for Accounts field as shown below:



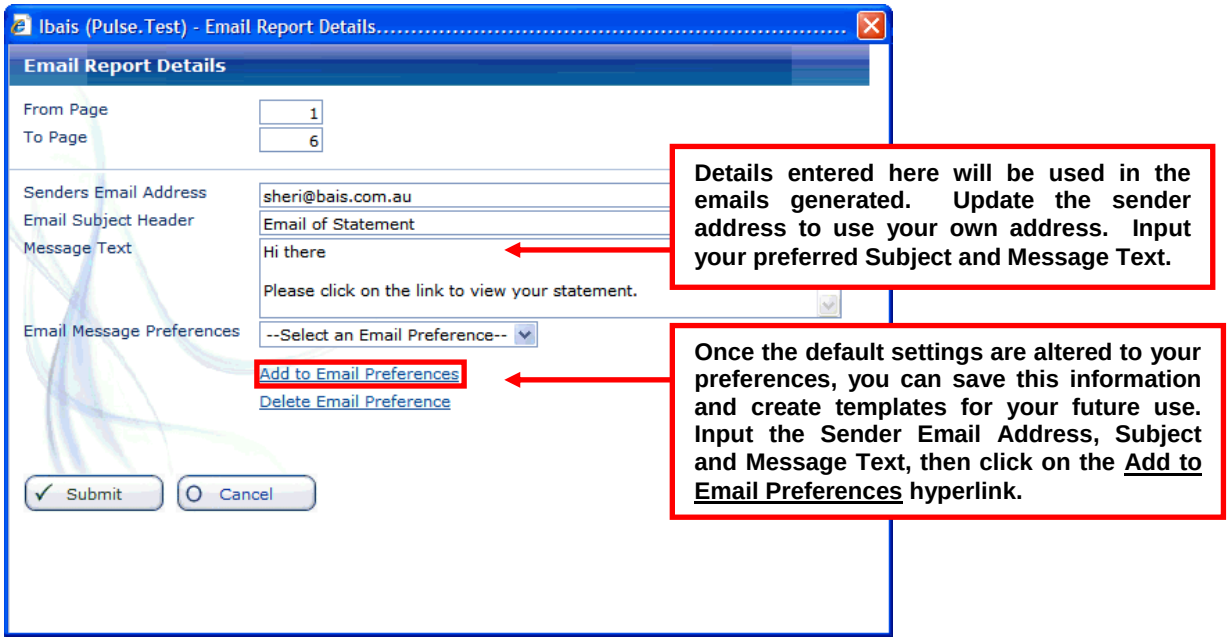
Once switched on you will be able to email the reports directly to their Accounts email address by accessing the Payment Report Cabinet, and locating the relevant Payment Run.



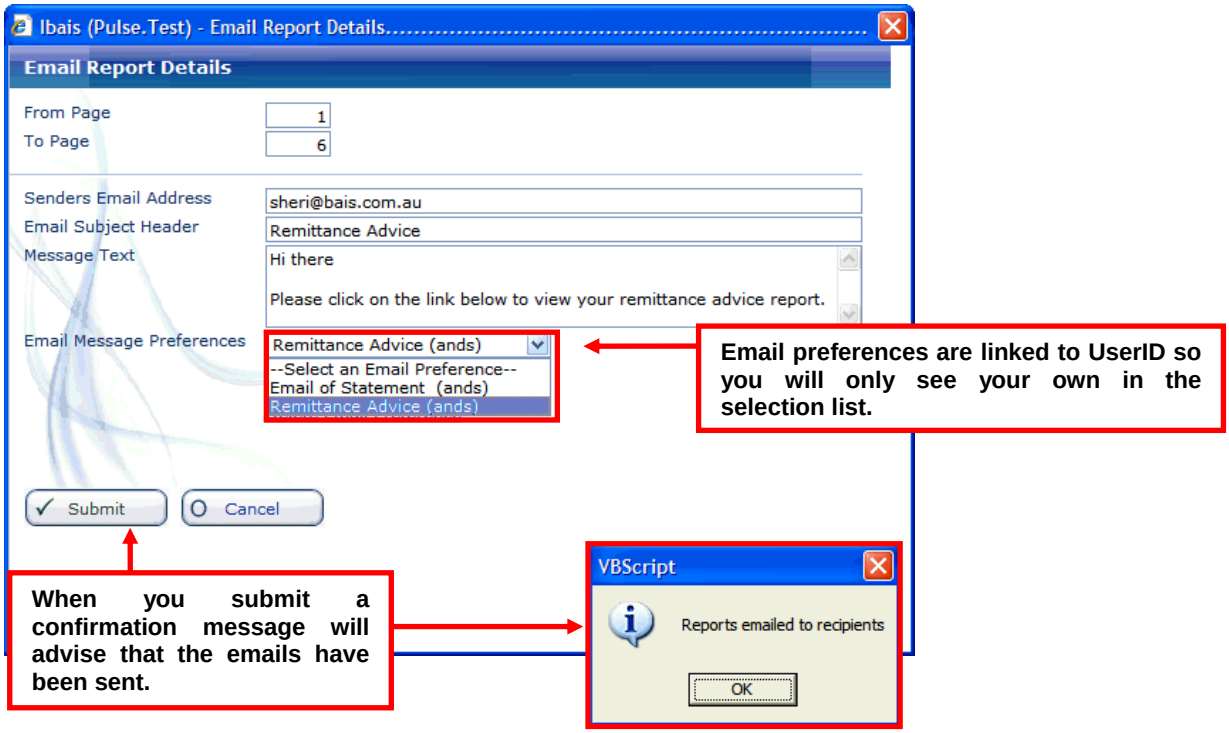
To email the reports to the various creditors open the report to the Preview Screen:



When you select Email Report to Recipients, the following screen appears:

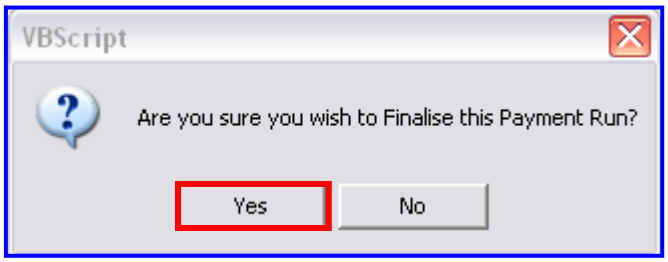

Ibais (Pulse.Test) - Email Report Details
Email Report Details
From Page
1
To Page
6
Senders Email Address
sheri@bais.com.au
Email Subject Header
Email of Statement
Message Text
Hi there
Please click on the link to view your statement.
Email Message Preferences
--Select an Email Preference--
Add to Email Preferences
Delete Email Preference
Submit
Cancel
Details entered here will be used in the emails generated. Update the sender address to use your own address. Input your preferred Subject and Message Text.
Once the default settings are altered to your preferences, you can save this information and create templates for your future use. Input the Sender Email Address, Subject and Message Text, then click on the Add to Email Preferences hyperlink.

Once the Email Preferences are saved you will be able to select them from the list when running the same type of report in the future:



Finalise Payment Run

When you have completed all the required steps and run any required reports, you must finalise the payment run. Click on Finalise Payment Run a dialogue box will ask you to confirm that you want to Proceed



Click **Yes** and this closes the payment run.

Please Note: **You can enquire on previous transactions by accessing Payments Enquiry on the All Options Screen under the accounting list or on the Enquiry button on the Creditor Payments Screen. If a Creditor Payment is in progress this button will be greyed out.**

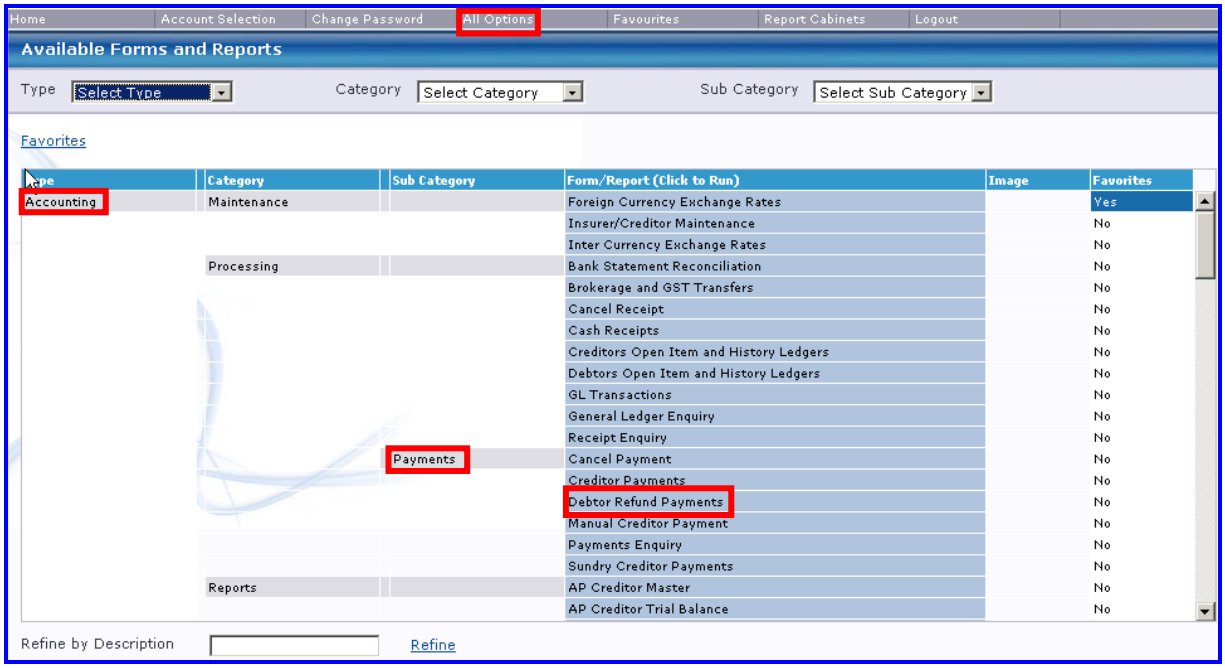
Debtor Refund Payments

This function enables the payment of Debtors.

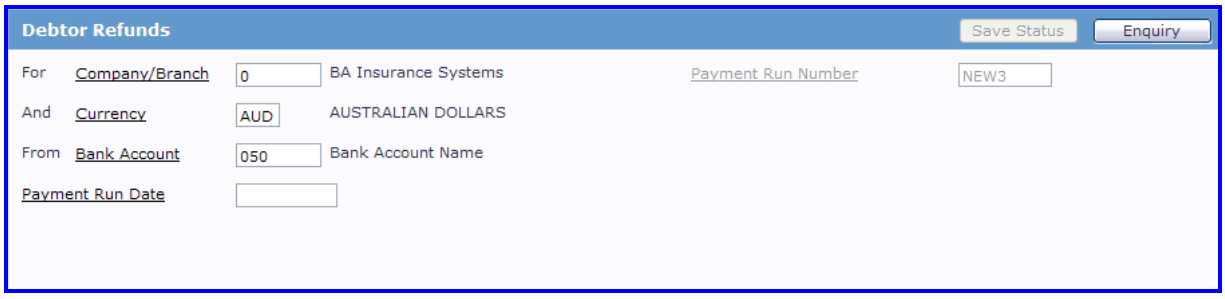
Accessing Payments

Click on **Accounting** on the Home page, or **All Options** on the top menu, as shown below, to display all available options.

Select **Debtor Refund Payments** from the **Accounting list**.

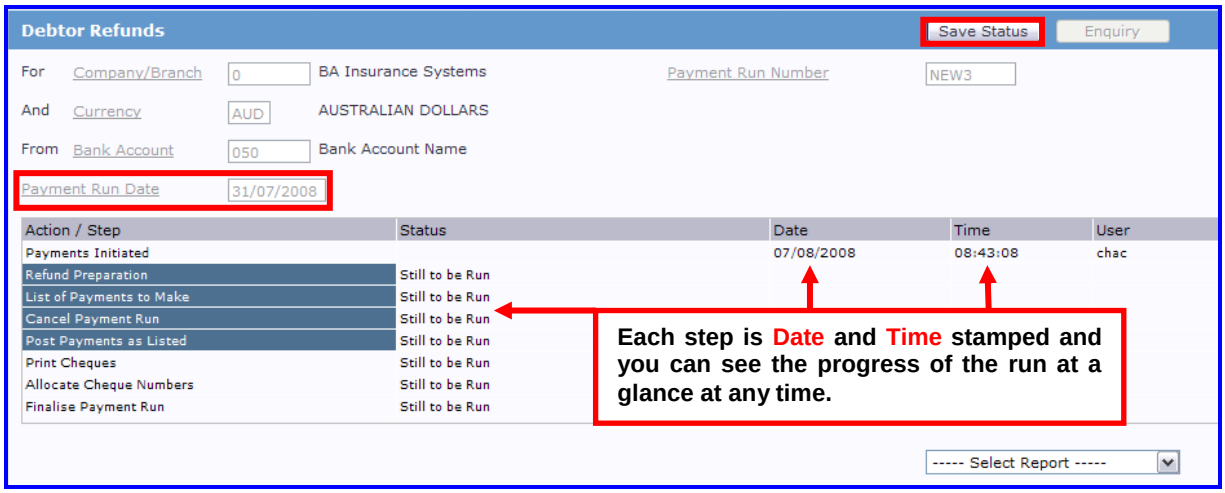


and the following will appear.



Ensure **Company/Branch**, **Currency** and **Bank Account** from which the refund is to be made is displayed correctly.

When the **Payment Run Date** is entered the following details are displayed:


Debtor Refunds
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number NEW3
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Payment Run Date 31/07/2008
Action / Step
Status
Date
Time
User
Payments Initiated 07/08/2008 08:43:08 chac
Refund Preparation Still to be Run
List of Payments to Make Still to be Run
Cancel Payment Run Still to be Run
Post Payments as Listed Still to be Run
Print Cheques Still to be Run
Allocate Cheque Numbers Still to be Run
Finalise Payment Run Still to be Run
Each step is Date and Time stamped and you can see the progress of the run at a glance at any time.
----- Select Report -----

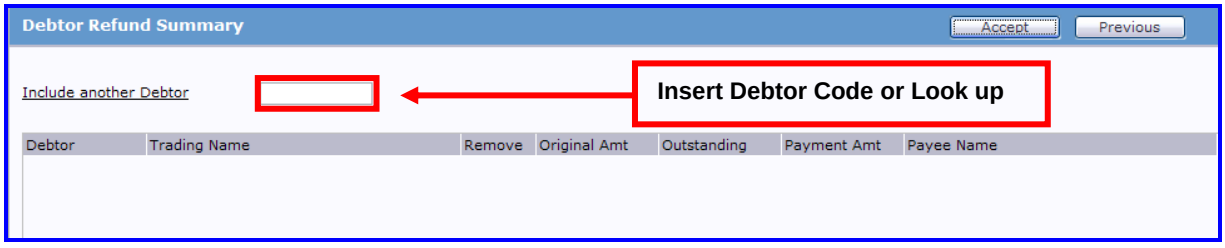
From this screen, you can proceed with each step to complete the Debtor Refunds as required, or **Save Status,** by clicking on the button at the top of the screen, to return and complete the Debtor Refunds at a later time.

To complete any of the steps showing as **Still to be Run**, you click on the highlighted field, for example - Refund Preparation.

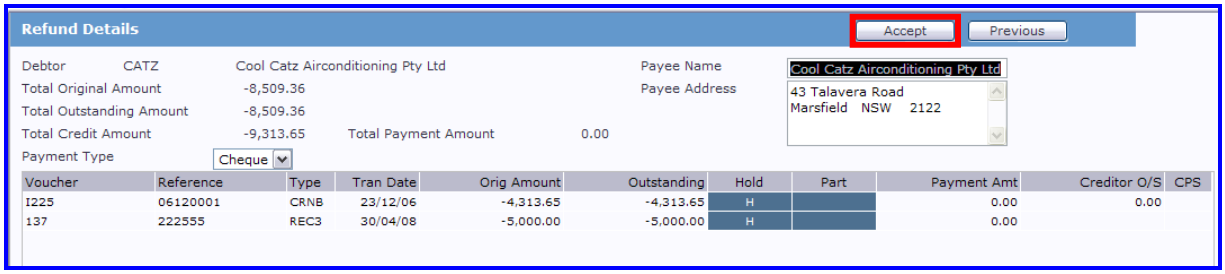
As each step is completed, the **Status** column will reflect this.

Refund Preparation

Click on Refund Preparation and the following screen will appear.

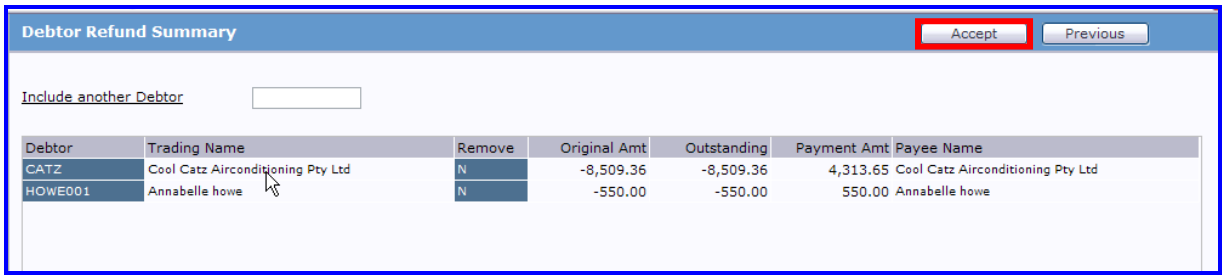


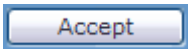
Insert the Debtor Code and the Refund Details are then listed.


Refund Details
Accept
Previous
Debtor CATZ Cool Catz Airconditioning Pty Ltd
Total Original Amount -8,509.36
Total Outstanding Amount -8,509.36
Total Credit Amount -9,313.65
Total Payment Amount 0.00
Payment Type Cheque
Payee Name Cool Catz Airconditioning Pty Ltd
Payee Address 43 Talavera Road Marsfield NSW 2122
Voucher Reference Type Tran Date Orig Amount Outstanding Hold Part Payment Amt Creditor O/S CPS
I225 06120001 CRNB 23/12/06 -4,313.65 -4,313.65 H 0.00 0.00
137 222555 REC3 30/04/08 -5,000.00 -5,000.00 H 0.00

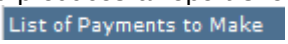
Choose the Refund to be processed and Click on the Hold column to release the refund, the field will change to a blank and the refund payment is then available. Each transaction that is to refunded must be released individually. Once the selection is finalised Click on Accept to confirm the transaction.

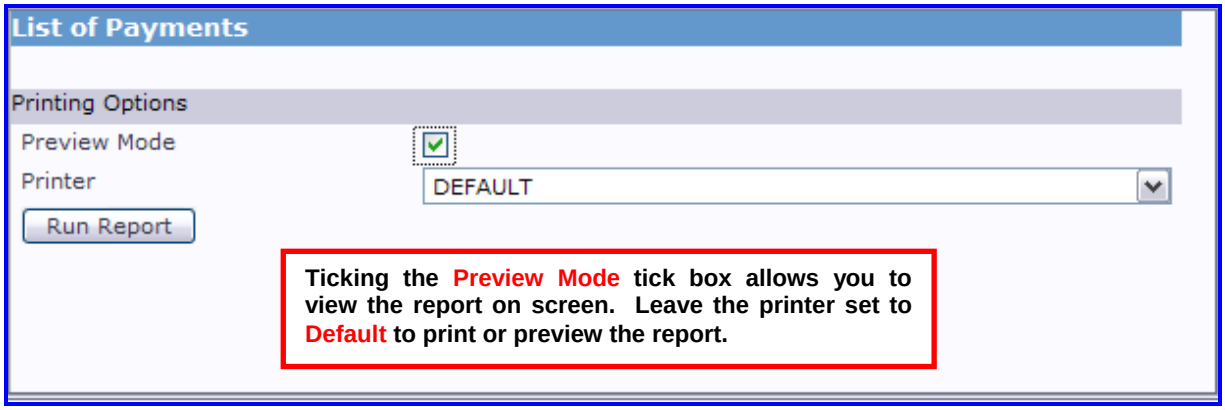
Continue this step for all Debtor Refunds that are to be processed in this run. A list of all the Debtor Refund recipients will be displayed. You can remove a Debtor from the list by clicking on the **Remove** column, against the one to be removed. (This will change from an N to a Y) If you remove a Debtor, they will be excluded from the refund payment run completely. You can continue to add Debtors, by clicking on **Include another Debtor** to look up the debtor, or simply type in the debtor code.


Debtor Refund Summary
Accept
Previous
Include another Debtor
Debtor Trading Name Remove Original Amt Outstanding Payment Amt Payee Name
CATZ Cool Catz Airconditioning Pty Ltd N -8,509.36 -8,509.36 4,313.65 Cool Catz Airconditioning Pty Ltd
HOWE001 Annabelle howe N -550.00 -550.00 550.00 Annabelle howe

Once all debtor refunds are processed click  .

List of Payments to Make

This step produces a report showing the payments being made in this Debtor Refund Payment run. Click on  which will produce the list. You may use the preview mode or print a copy.


List of Payments
Printing Options
Preview Mode
Printer
DEFAULT
Run Report
Ticking the Preview Mode tick box allows you to view the report on screen. Leave the printer set to Default to print or preview the report.

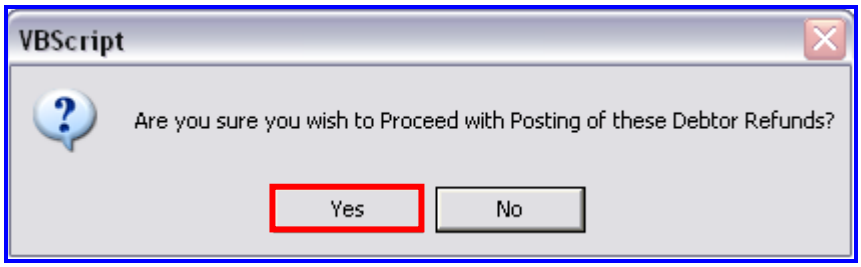
Once you have run the report, **Close** the screen to return to Debtor Refunds Steps.

If you are satisfied with the items reported, you can skip the Cancel Payment Run step and proceed directly to Post Payments as Listed.

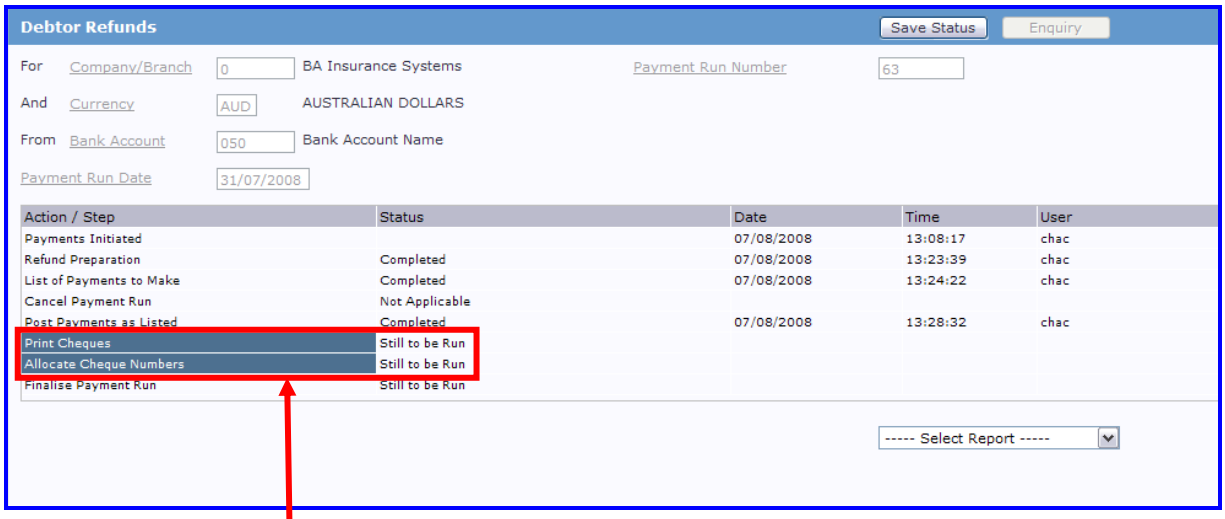
Please Note: **If the Payment Run is incorrect you may go back and correct the refund or cancel the payment run. By cancelling the payment run all preparation work will be deleted.**

Post Payments as Listed

This step posts the payments to accounts. A dialogue box will confirm that you want to, **Proceed**. Click **Yes**.



Please Note: **You cannot cancel the payment run once the Post Payments as Listed step has been completed.**


Debtor Refunds
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 63
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Payment Run Date 31/07/2008
Action / Step
Status
Date
Time
User
Payments Initiated 07/08/2008 13:08:17 chac
Refund Preparation Completed 07/08/2008 13:23:39 chac
List of Payments to Make Completed 07/08/2008 13:24:22 chac
Cancel Payment Run Not Applicable
Post Payments as Listed Completed 07/08/2008 13:28:32 chac
Print Cheques Still to be Run
Allocate Cheque Numbers Still to be Run
Finalise Payment Run Still to be Run
----- Select Report -----

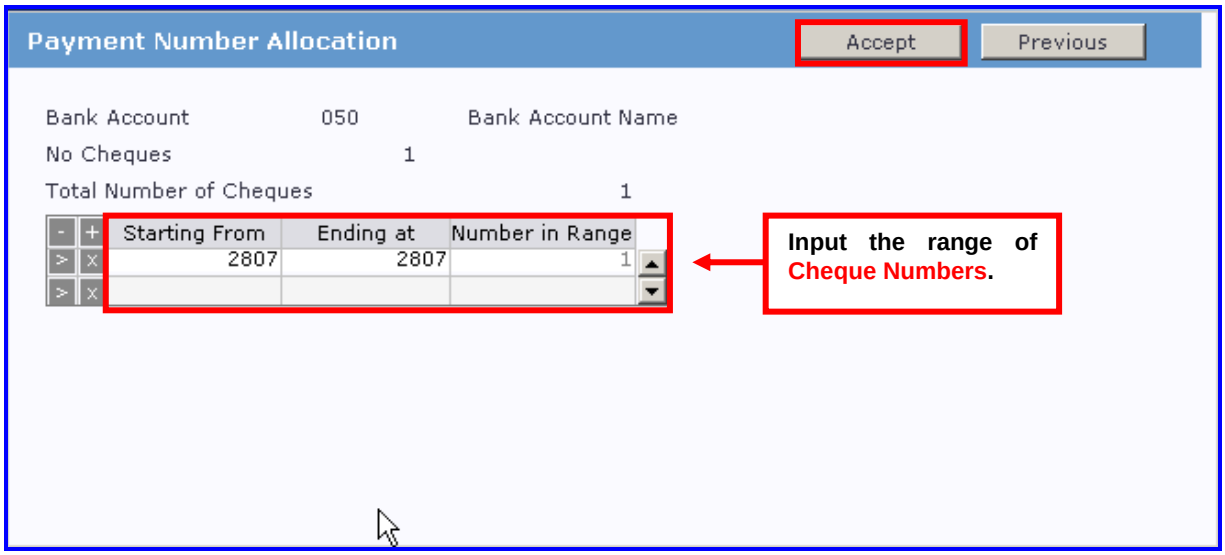
New options become available when the payment run is posted.

Print Cheques

This feature will create a print job for those using pre-printed laser cheques. If you hand write your cheques there is no need to run this step. If you do not currently use laser cheques, but would like to, please contact Support for more information about our cheque stationery layout before proceeding.

Allocate Cheque Numbers

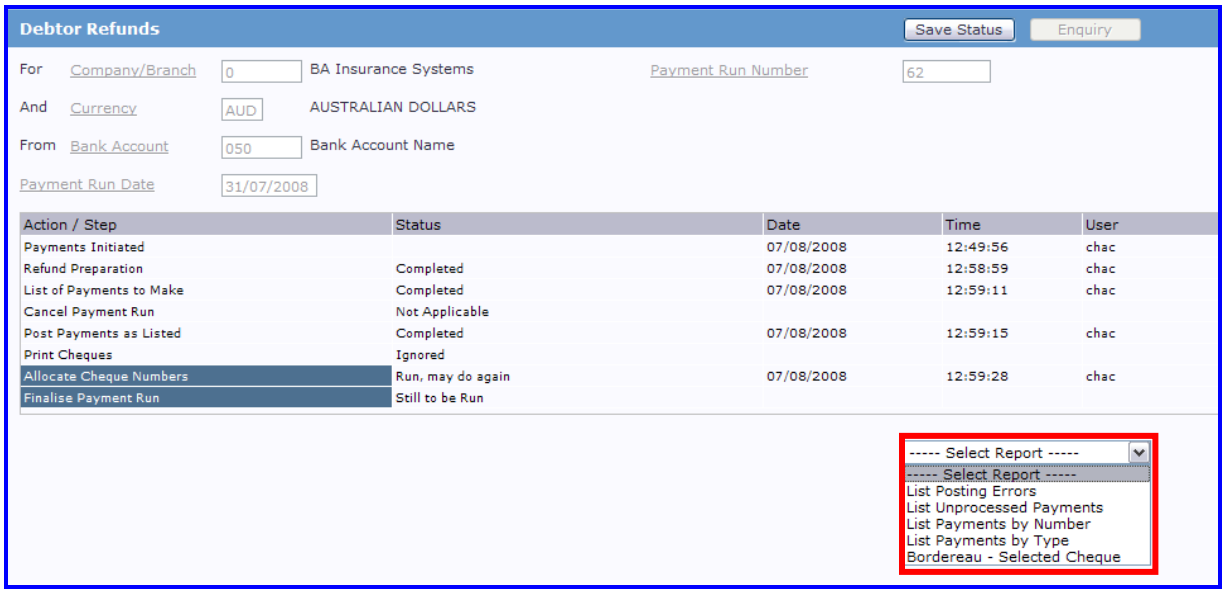
Click on the highlighted field - Allocate Cheque Numbers. This option allows you allocate the cheque numbers to the payments made.



When all cheque numbers are allocated, click Accept to continue.

Reports

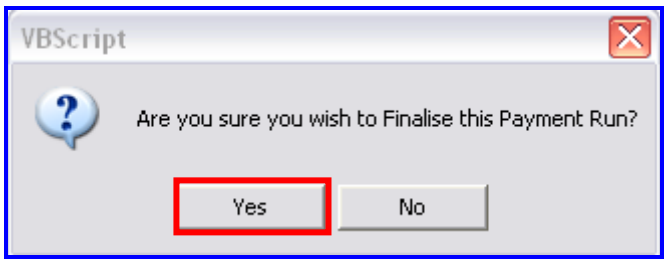
You can run several reports during the payment run process. These are accessed via the **Reports** drop down menu as shown below:


Debtor Refunds
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 62
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Payment Run Date 31/07/2008
Action / Step | Status | Date | Time | User
Payments Initiated | | 07/08/2008 | 12:49:56 | chac
Refund Preparation | Completed | 07/08/2008 | 12:58:59 | chac
List of Payments to Make | Completed | 07/08/2008 | 12:59:11 | chac
Cancel Payment Run | Not Applicable
Post Payments as Listed | Completed | 07/08/2008 | 12:59:15 | chac
Print Cheques | Ignored
Allocate Cheque Numbers | Run, may do again | 07/08/2008 | 12:59:28 | chac
Finalise Payment Run | Still to be Run
----- Select Report -----
----- Select Report -----
List Posting Errors
List Unprocessed Payments
List Payments by Number
List Payments by Type
Bordereau - Selected Cheque

Finalise Payment Run

When you have completed all the required steps and run any required reports, you **must finalise** the payment run.

Click on Finalise Payment Run a dialogue box will ask you to confirm that you want to Proceed



Click **Yes** and this closes the payment run.

Please Note: **You can enquire on previous transactions by accessing** Payments Enquiry **on the All Options Screen under the accounting list or on the** Enquiry **button on the Debtor Refund Screen. If a Debtor Refund is in progress this button will be greyed out.**

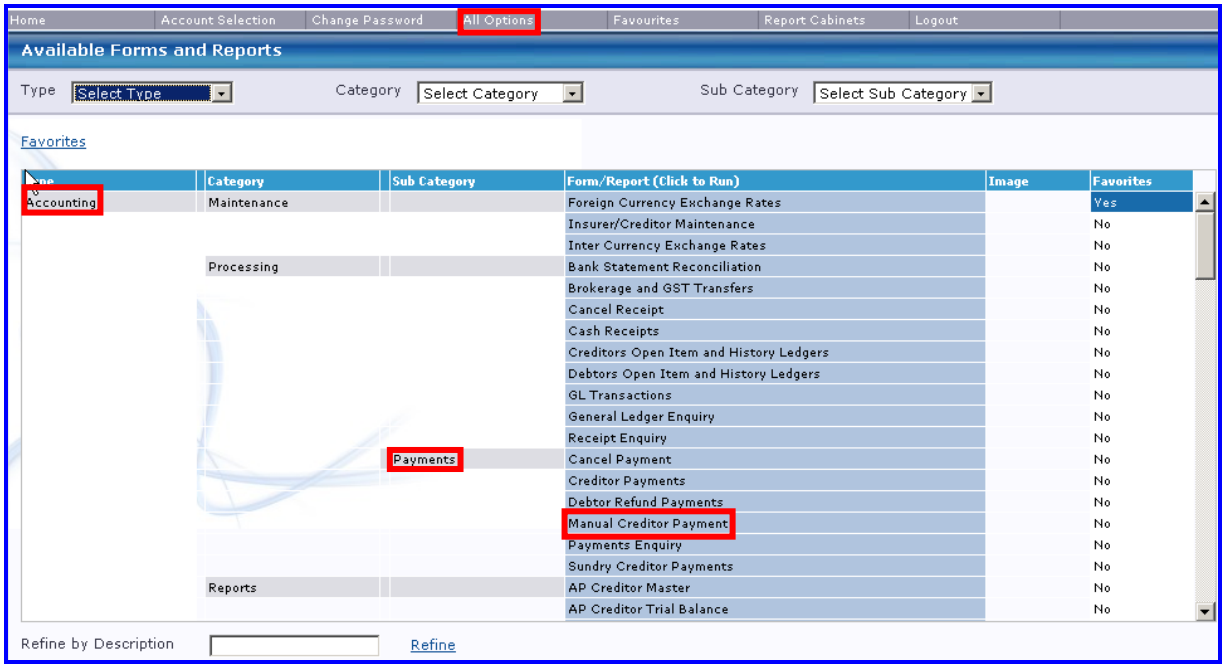
Manual Creditor Payment

This function enables the manual payment of Creditors. (Underwriters and/or sub agents)

Accessing Payments

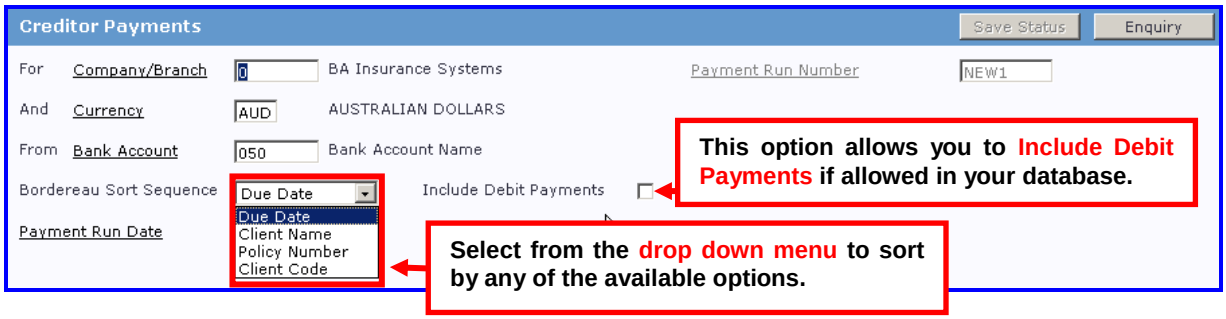
Click on **Accounting** on the Home page, or **All Options** on the top menu, as shown below, to display all available options.

Select **Manual Creditor Payments** from the **Accounting list**.

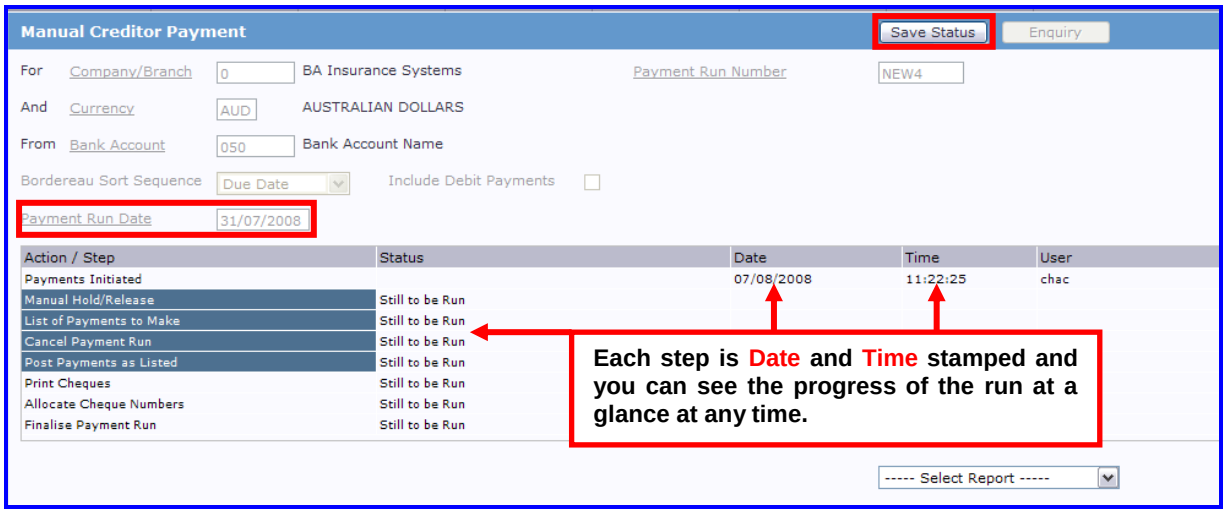


and the following will appear.

Ensure **Company/Branch**, **Currency** and **Bank Account** from which payment is to be made is displayed correctly. The screen now provides additional options as below:



When the **Payment Run Date** is entered the following details are displayed:



From this screen, you can proceed with each step to complete the Payments as required, or **Save Status,** by clicking on the button at the top of the screen, to return and complete the Payments at a later time.

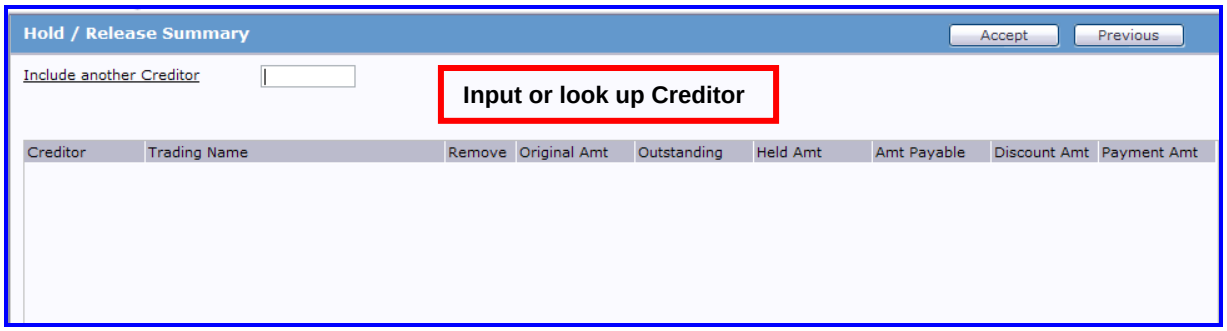
To complete any of the steps showing as **Still to be Run**, you click on the highlighted field, for example - Manual Hold/Release.

As each step is completed, the **Status** column will reflect this.

Manual Hold/Release

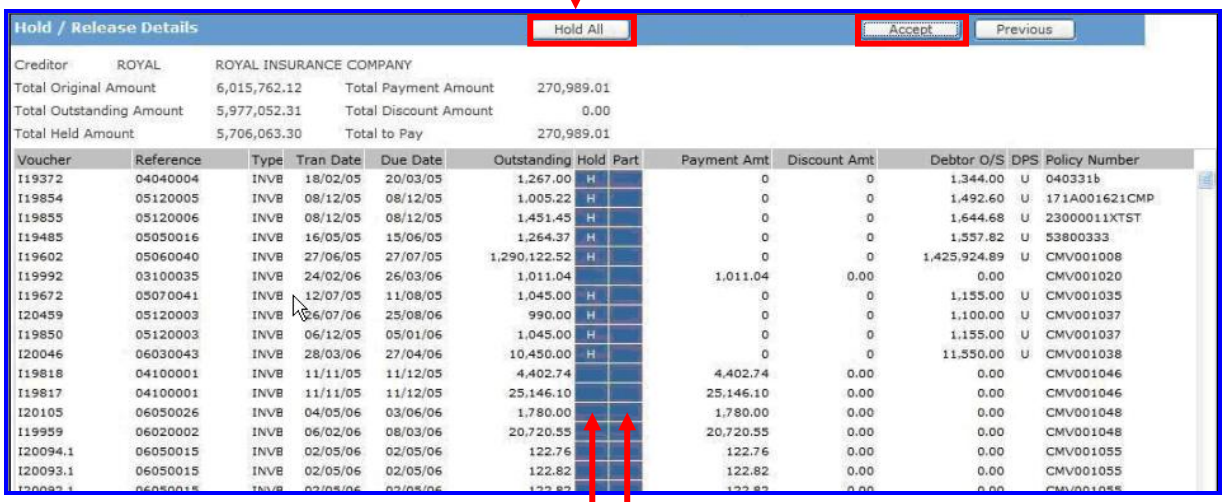
Click on the highlighted field - Manual Hold/Release. This option allows you to select the payments to be made and to include, or exclude, individual invoices in the payments.

Click on **Include another Creditor** to look up the creditor, or simply type in the creditor code. This will display a list of all transactions for that Creditor.



Input or Look up Creditor and the screen below will appear. This will display a list of all transaction for that Creditor. Select the invoice you wish to pay by Clicking on the Hold column to release the payment.

Should you make an error you may put everything on Hold by Hold All and start again.



Hold / Release Details — Hold All — Accept — Previous

Creditor ROYAL ROYAL INSURANCE COMPANY

Total Original Amount 6,015,762.12 Total Payment Amount 270,989.01

Total Outstanding Amount 5,977,052.31 Total Discount Amount 0.00

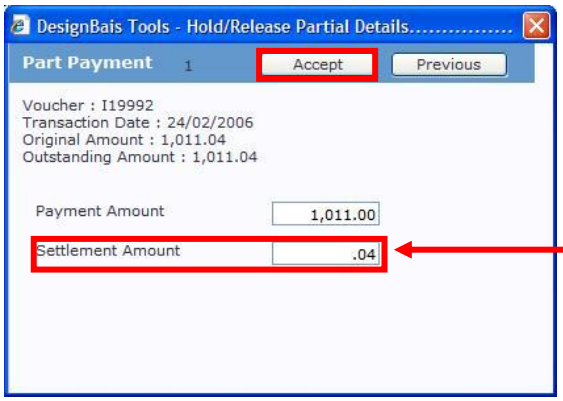
Total Held Amount 5,706,063.30 Total to Pay 270,989.01

Voucher	Reference	Type	Tran Date	Due Date	Outstanding	Hold	Part	Payment Amt	Discount Amt	Debtor O/S	DPS	Policy Number
I19372	04040004	INVB	18/02/05	20/03/05	1,267.00	H		0	0	1,344.00	U	040331b
I19854	05120005	INVB	08/12/05	08/12/05	1,005.22	H		0	0	1,492.60	U	171A001621CMP
I19855	05120006	INVB	08/12/05	08/12/05	1,451.45	H		0	0	1,644.68	U	23000011XTST
I19485	05050016	INVB	16/05/05	15/06/05	1,264.37	H		0	0	1,557.82	U	53800333
I19602	05060040	INVB	27/06/05	27/07/05	1,290,122.52	H		0	0	1,425,924.89	U	CMV001008
I19992	03100035	INVB	24/02/06	26/03/06	1,011.04			1,011.04	0.00	0.00		CMV001020
I19672	05070041	INVB	12/07/05	11/08/05	1,045.00	H		0	0	1,155.00	U	CMV001035
I20459	05120003	INVB	26/07/06	25/08/06	990.00	H		0	0	1,100.00	U	CMV001037
I19850	05120003	INVB	06/12/05	05/01/06	1,045.00	H		0	0	1,155.00	U	CMV001037
I20046	06030043	INVB	28/03/06	27/04/06	10,450.00	H		0	0	11,550.00	U	CMV001038
I19818	04100001	INVB	11/11/05	11/12/05	4,402.74			4,402.74	0.00	0.00		CMV001046
I19817	04100001	INVB	11/11/05	11/12/05	25,146.10			25,146.10	0.00	0.00		CMV001046
I20105	06050026	INVB	04/05/06	03/06/06	1,780.00			1,780.00	0.00	0.00		CMV001048
I19959	06020002	INVB	06/02/06	08/03/06	20,720.55			20,720.55	0.00	0.00		CMV001048
I20094.1	06050015	INVB	02/05/06	02/05/06	122.76			122.76	0.00	0.00		CMV001055
I20093.1	06050015	INVB	02/05/06	02/05/06	122.82			122.82	0.00	0.00		CMV001055

Click on the Hold column, to toggle between, Hold and Release for any individual invoice. Items with an H in this column are on hold and will NOT be released in this payment.

Click on the Part column to make a Part Payment on any individual invoice. A screen will be displayed (shown below) which allows you to nominate the amount to be paid, and any Settlement Discount, if applicable, to be written off. Amounts written off must be within your allowable write off limit. If nothing is written off, then the balance remains outstanding, to be paid at a future date.

Part Payments Screen



DesignBais Tools - Hold/Release Partial Details.....

Part Payment 1 — Accept — Previous

Voucher : I19992
Transaction Date : 24/02/2006
Original Amount : 1,011.04
Outstanding Amount : 1,011.04

Payment Amount 1,011.00

Settlement Amount .04

Amounts entered here will be written off to income, and must be within your defined allowable write off limit.

Once you have made any changes required in the Part Payment Screen, click Accept to return to the Hold/Release Details Screen.

If you have completed all transactions in the Hold/Release Details Screen press Accept and you are returned to the Hold/Release Summary screen.

A list of all the payment recipients is displayed you may continue paying additional Creditors by clicking on **Include another Creditor**.

You can remove any Creditors from the list by clicking on the **Remove** column, against the Creditor (This will change from a N to a Y). If you remove any, they will be excluded from the payment run completely.

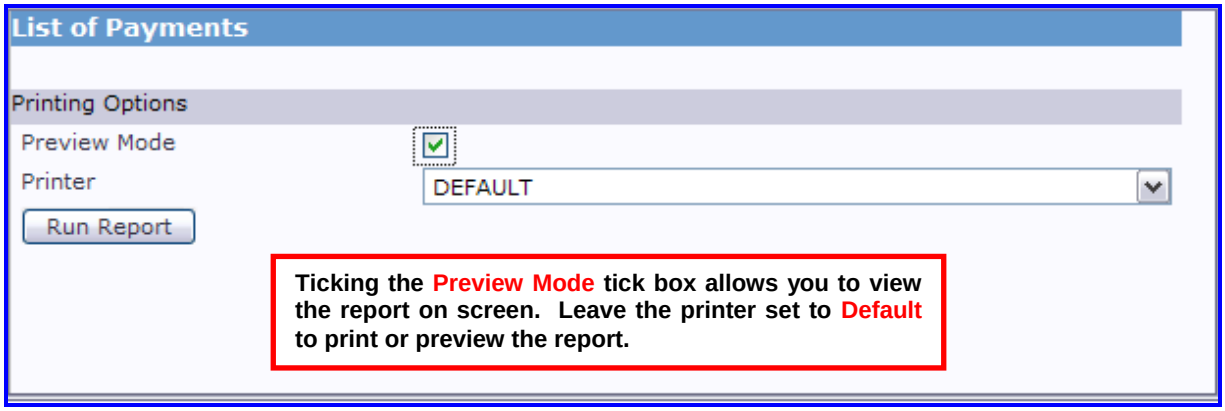
Once you have completed selecting the Creditors Payments press Accept to be returned to the **Step List.**

The screen is now updated with the date and time stamp of the steps you have completed.

List of Payments to Make

This step produces a report showing the Payments being made in this Payment run.

Click on List of Payments to Make which will produce the list. You may use the preview mode or print a copy.


List of Payments
Printing Options
Preview Mode
Printer
DEFAULT
Run Report
Ticking the Preview Mode tick box allows you to view the report on screen. Leave the printer set to Default to print or preview the report.

Once you have run the report, **Close** the screen to return to Creditor Payments Steps.

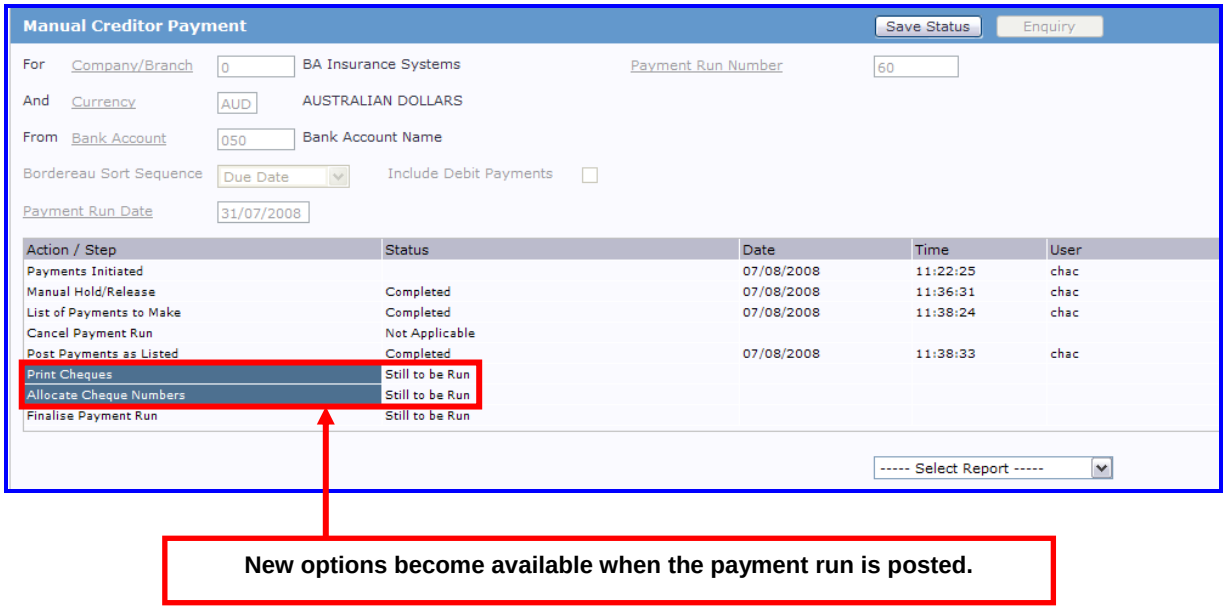
If you are satisfied with the items reported, you can skip the Cancel Payment Run step and proceed directly to Post Payments as Listed.

Please Note: **If the Payment Run is incorrect you may go back and correct the Payment or cancel the Payment Run. By cancelling the Payment Run all preparation work will be deleted.**

Post Payments as Listed

This step posts the payments to accounts. A dialogue box will confirm that you want to, **Proceed**. Click **Yes**

Please Note: **You cannot cancel the payment run once the Post Payments as Listed step has been completed.**

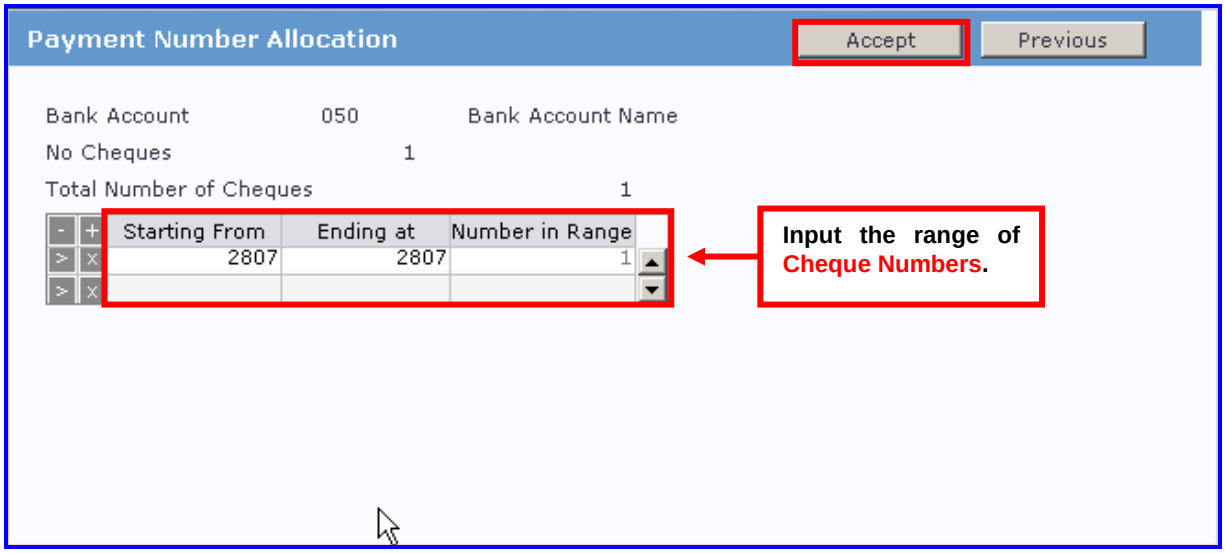

Manual Creditor Payment
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 60
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date 31/07/2008
Action / Step | Status | Date | Time | User
Payments Initiated | | 07/08/2008 | 11:22:25 | chac
Manual Hold/Release | Completed | 07/08/2008 | 11:36:31 | chac
List of Payments to Make | Completed | 07/08/2008 | 11:38:24 | chac
Cancel Payment Run | Not Applicable
Post Payments as Listed | Completed | 07/08/2008 | 11:38:33 | chac
Print Cheques | Still to be Run
Allocate Cheque Numbers | Still to be Run
Finalise Payment Run | Still to be Run
----- Select Report -----
New options become available when the payment run is posted.

Print Cheques

This feature will create a print job for those using pre-printed laser cheques. If you hand write your cheques there is no need to run this step. If you do not currently use laser cheques, but would like to, please contact Support for more information about our cheque stationery layout before proceeding.

Allocate Cheque Numbers

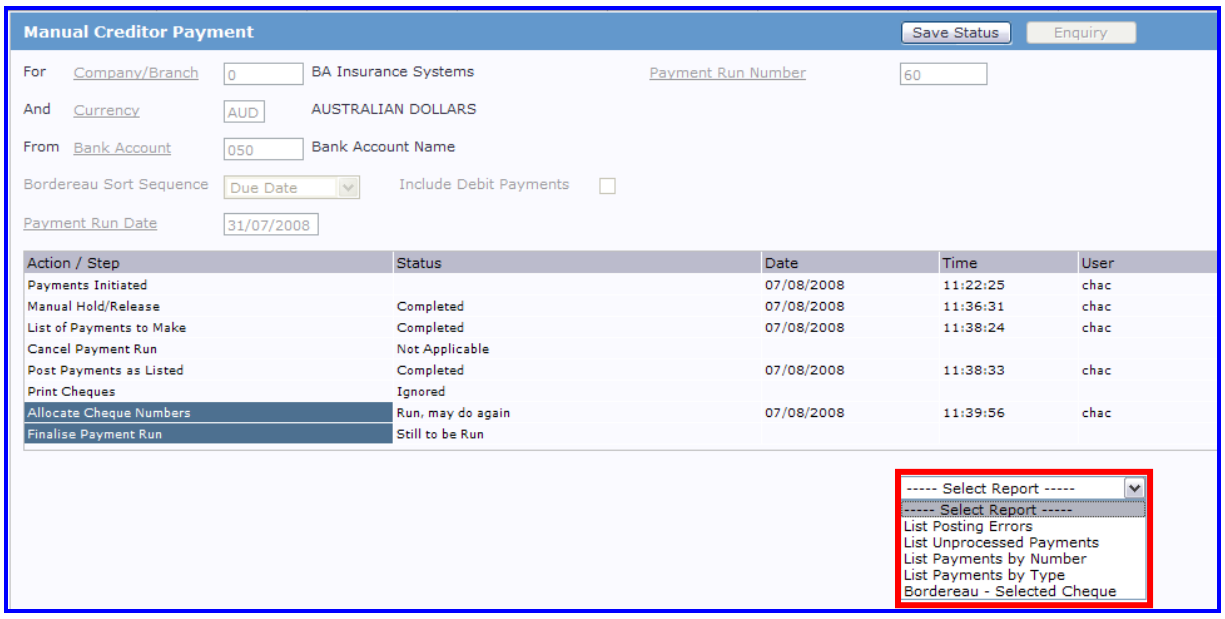
Click on the highlighted field - Allocate Cheque Numbers. This option allows you allocate the cheque numbers to the payments made.



When all cheque numbers are allocated, click Accept to continue.

Reports

You can run several reports during the payment run process. These are accessed via the **Reports** drop down menu as shown below:

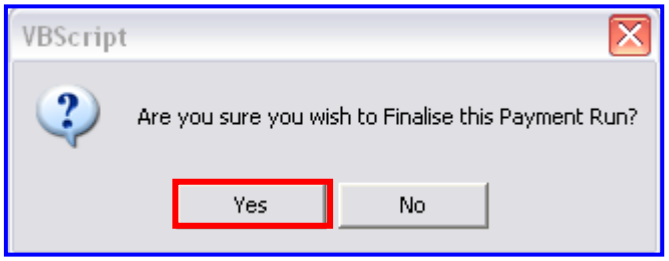

Manual Creditor Payment
Save Status
Enquiry
For Company/Branch 0 BA Insurance Systems
Payment Run Number 60
And Currency AUD AUSTRALIAN DOLLARS
From Bank Account 050 Bank Account Name
Bordereau Sort Sequence Due Date
Include Debit Payments
Payment Run Date 31/07/2008
Action / Step | Status | Date | Time | User
Payments Initiated | | 07/08/2008 | 11:22:25 | chac
Manual Hold/Release | Completed | 07/08/2008 | 11:36:31 | chac
List of Payments to Make | Completed | 07/08/2008 | 11:38:24 | chac
Cancel Payment Run | Not Applicable
Post Payments as Listed | Completed | 07/08/2008 | 11:38:33 | chac
Print Cheques | Ignored
Allocate Cheque Numbers | Run, may do again | 07/08/2008 | 11:39:56 | chac
Finalise Payment Run | Still to be Run
----- Select Report -----
----- Select Report -----
List Posting Errors
List Unprocessed Payments
List Payments by Number
List Payments by Type
Bordereau - Selected Cheque

Please note: **Bordereau – Selected Cheque will run the Creditor Remittance this may be selected individually or run automatically when Finalising the Run. (Check with support that the flag is set to run automatically)**

Finalise Payment Run

When you have completed all the required steps and run any required reports, you **must finalise** the payment run.

Click on Finalise Payment Run a dialogue box will ask you to confirm that you want to Proceed.



Click **Yes** and this closes the payment run.

Please Note: **You can enquire on previous transactions by accessing** Payments Enquiry **on the All options Screen under the accounting list or on the** Enquiry **button on the Creditor Payments Screen. If a Creditor Payment is in progress this button will be greyed out.**

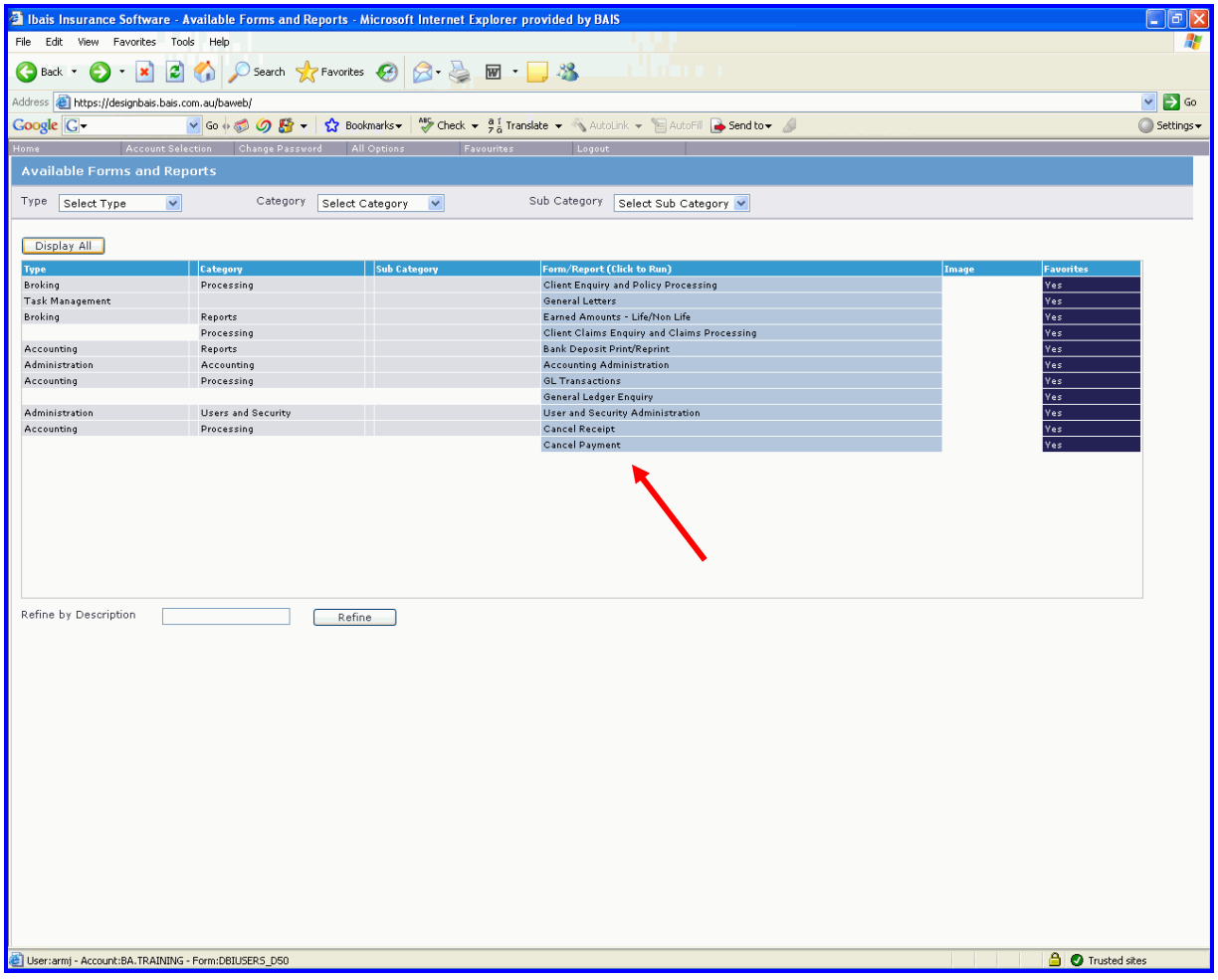
Cancelling Creditor Payments and Debtor Refunds

Overview

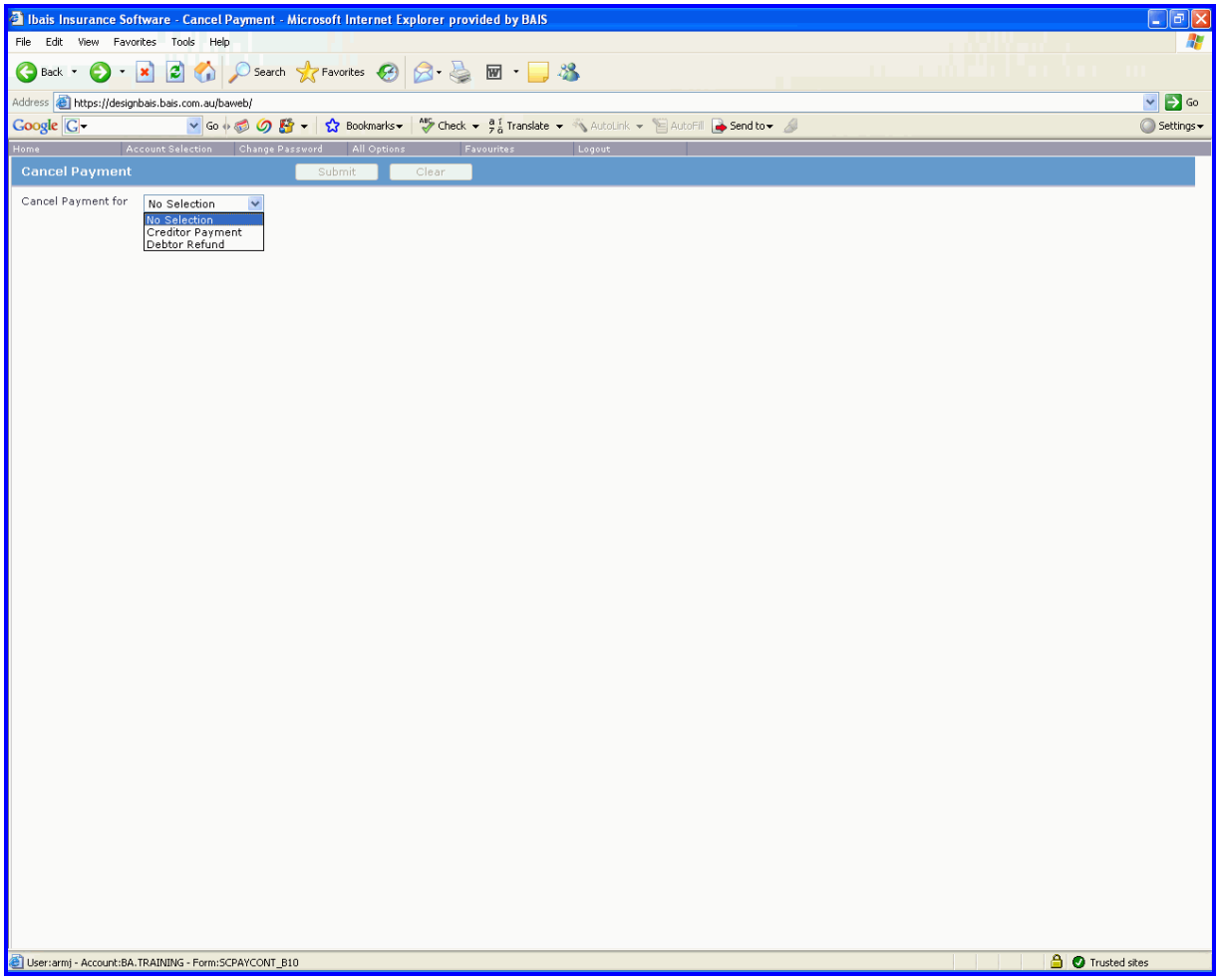
This function is provided to enable you to write back any cheque that has been processed through the system to pay creditors or refund cheques for debtors, which must be reversed for some reason (e.g. lost in mail).

Creating the Transaction

The transaction is entered from your **Favourites** menu.



The dropdown provides access to the cancellation of Creditor payments or Debtor refund cheques.



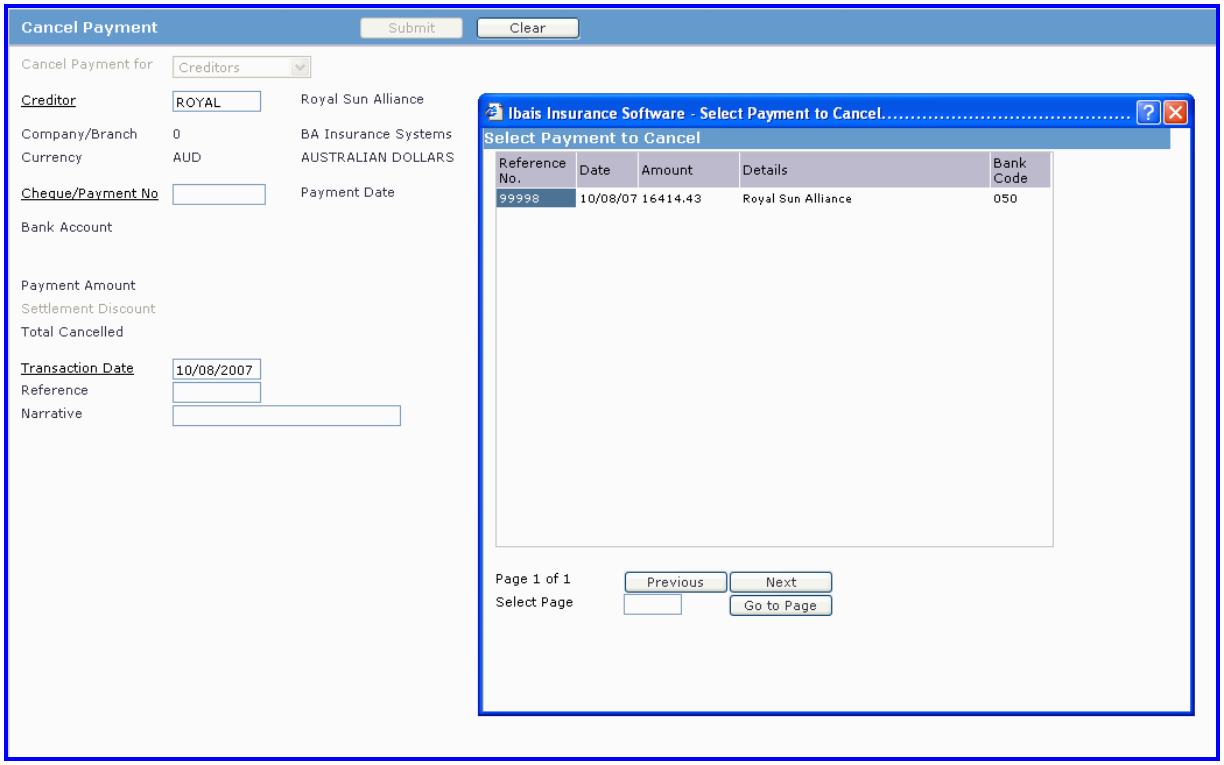
Creditor Cancellations

Selecting **Creditors** from the drop down brings up the following ibais form.

Select the **Creditor** and Search for the **Cheque/Payment No**.

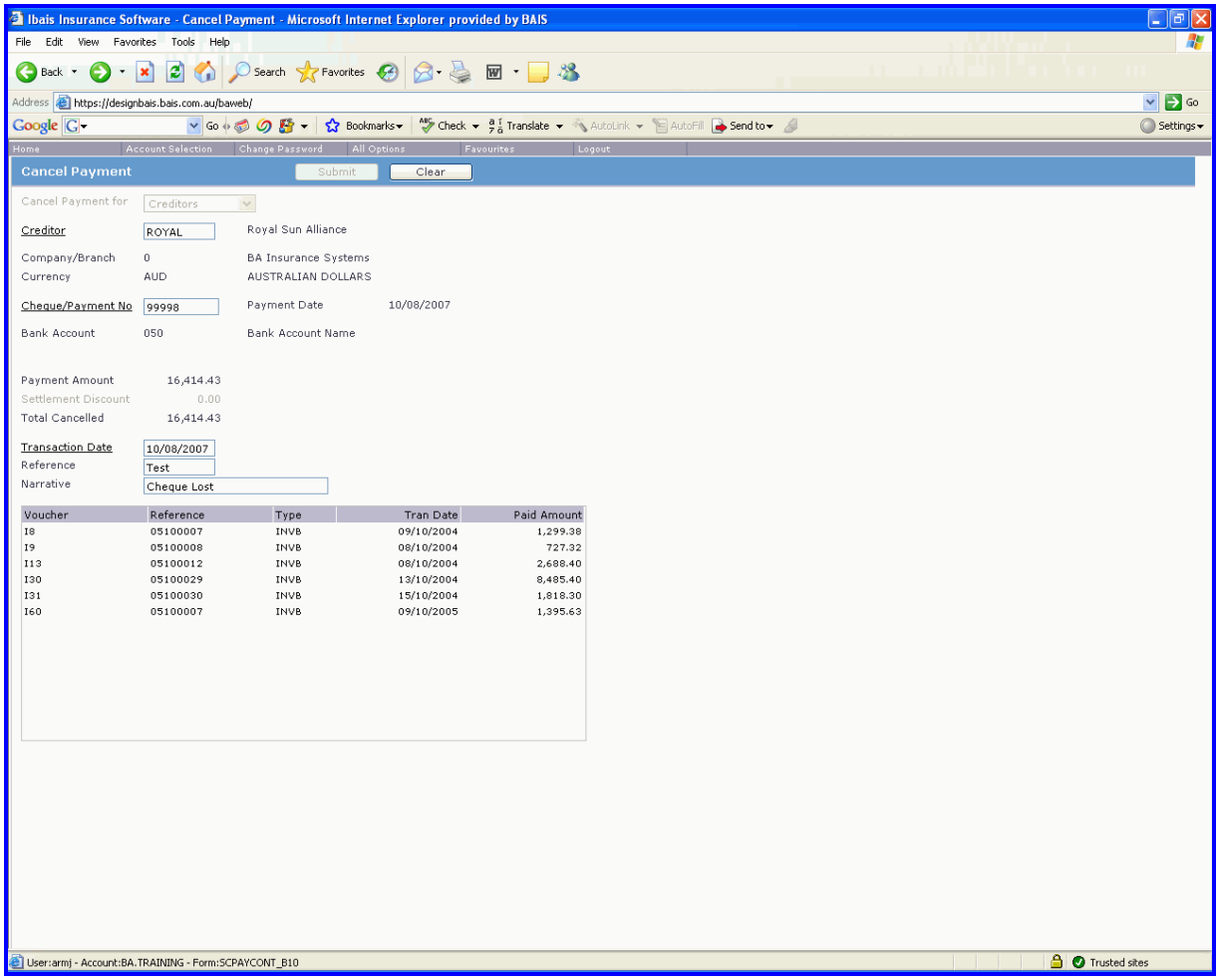
The search form will show all payments made to the Creditor

Select the **payment to be cancelled**.



Complete the process by entering the **Transaction Date**, **Reference** and **Narrative**.

The **Submit** button becomes available when you **Tab** from the **Narrative** field.


Ibais Insurance Software - Cancel Payment - Microsoft Internet Explorer provided by BAIS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://designbais.bais.com.au/baweb/
Home Account Selection Change Password All Options Favourites Logout
Cancel Payment
Submit Clear
Cancel Payment for Creditors
Creditor ROYAL Royal Sun Alliance
Company/Branch 0 BA Insurance Systems
Currency AUD AUSTRALIAN DOLLARS
Cheque/Payment No 99998 Payment Date 10/08/2007
Bank Account 050 Bank Account Name
Payment Amount 16,414.43
Settlement Discount 0.00
Total Cancelled 16,414.43
Transaction Date 10/08/2007
Reference Test
Narrative Cheque Lost
Voucher Reference Type Tran Date Paid Amount
I8 05100007 INVB 09/10/2004 1,299.38
I9 05100008 INVB 08/10/2004 727.32
I13 05100012 INVB 08/10/2004 2,688.40
I30 05100029 INVB 13/10/2004 8,485.40
I31 05100030 INVB 15/10/2004 1,818.30
I60 05100007 INVB 09/10/2005 1,395.63
User:armj - Account:BA.TRAINING - Form:SCPAYCONT_B10
Trusted sites

The transaction reverses the payment entry and re-establishes all of the Open Items.

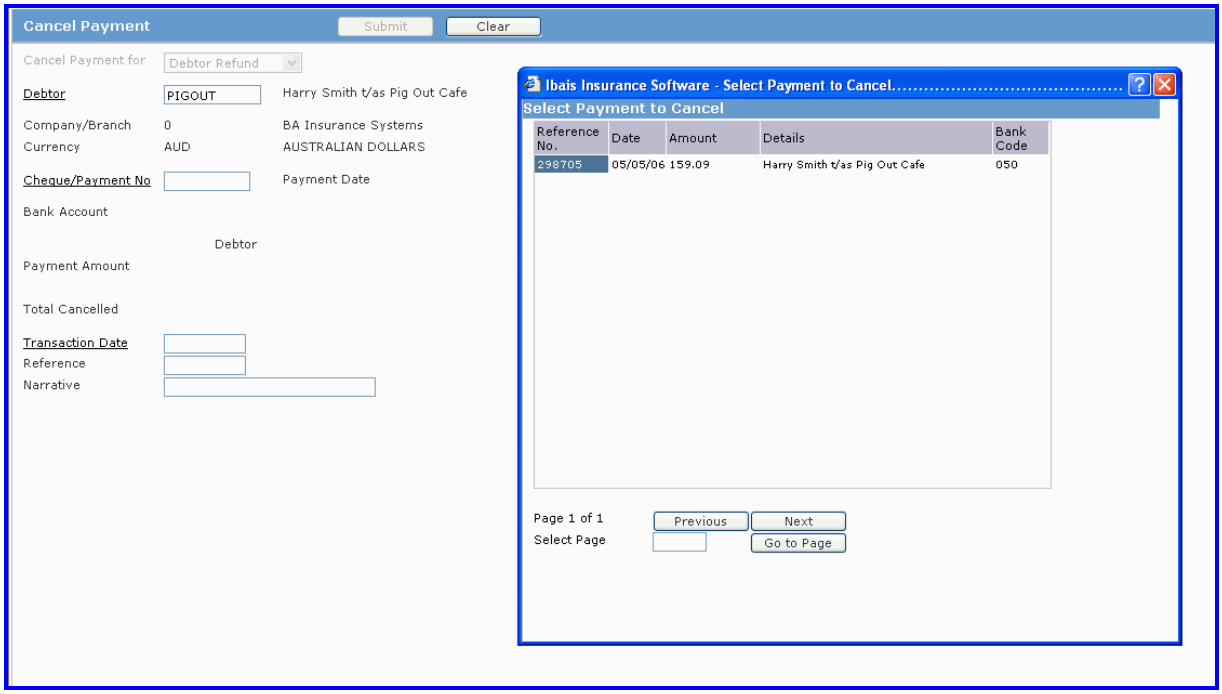
Debtor Refund Cancellations

Selecting **Debtor Refund** from the drop down brings up the following ibais form.

Select the **Debtor** and Search for the **Cheque/Payment No**.

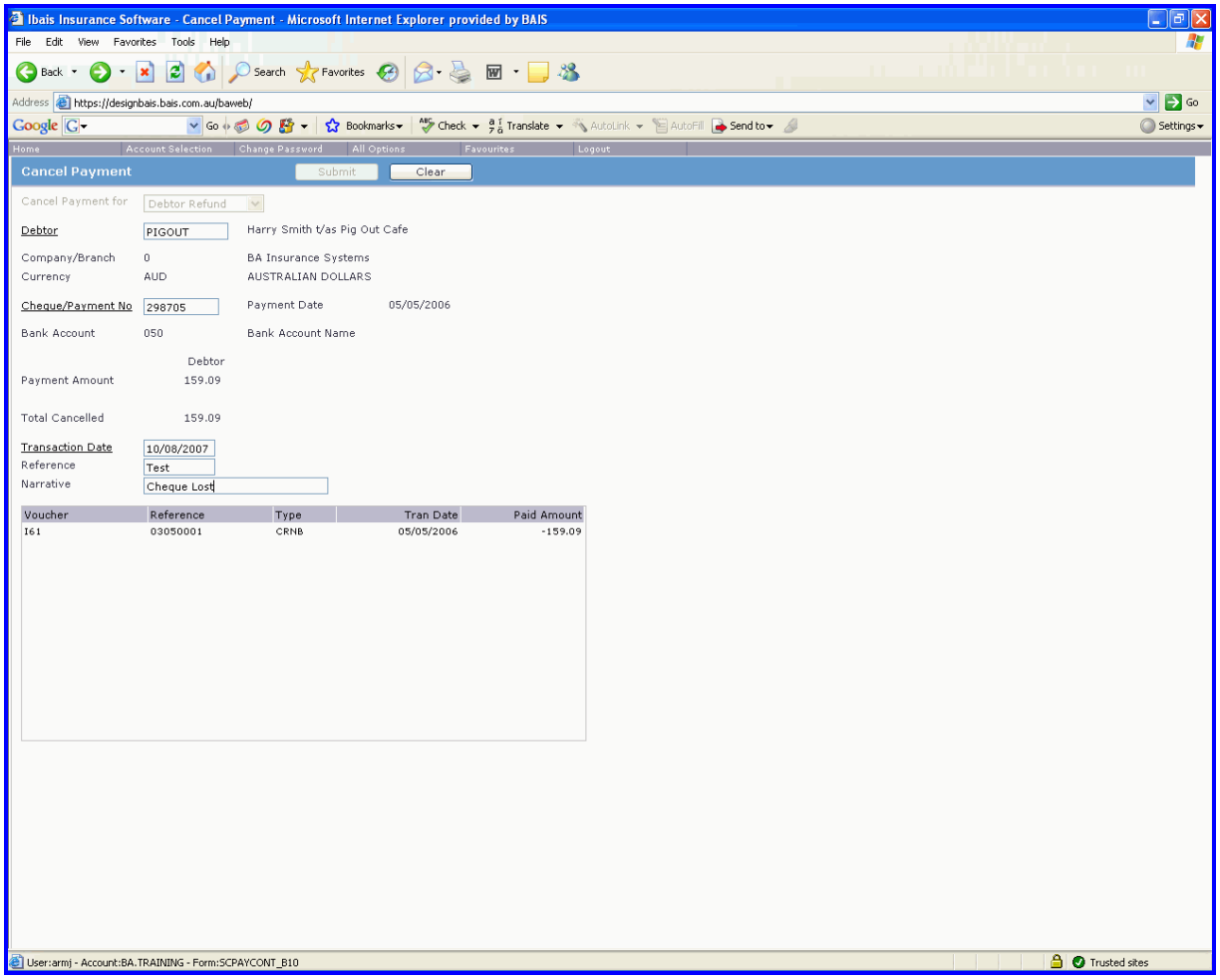
The search form will show all refund payments made to the Debtor

Select the **payment to be cancelled**.



Complete the process by entering the **Transaction Date**, **Reference** and **Narrative**.

The **Submit** button becomes available when you **Tab** from the **Narrative** field.

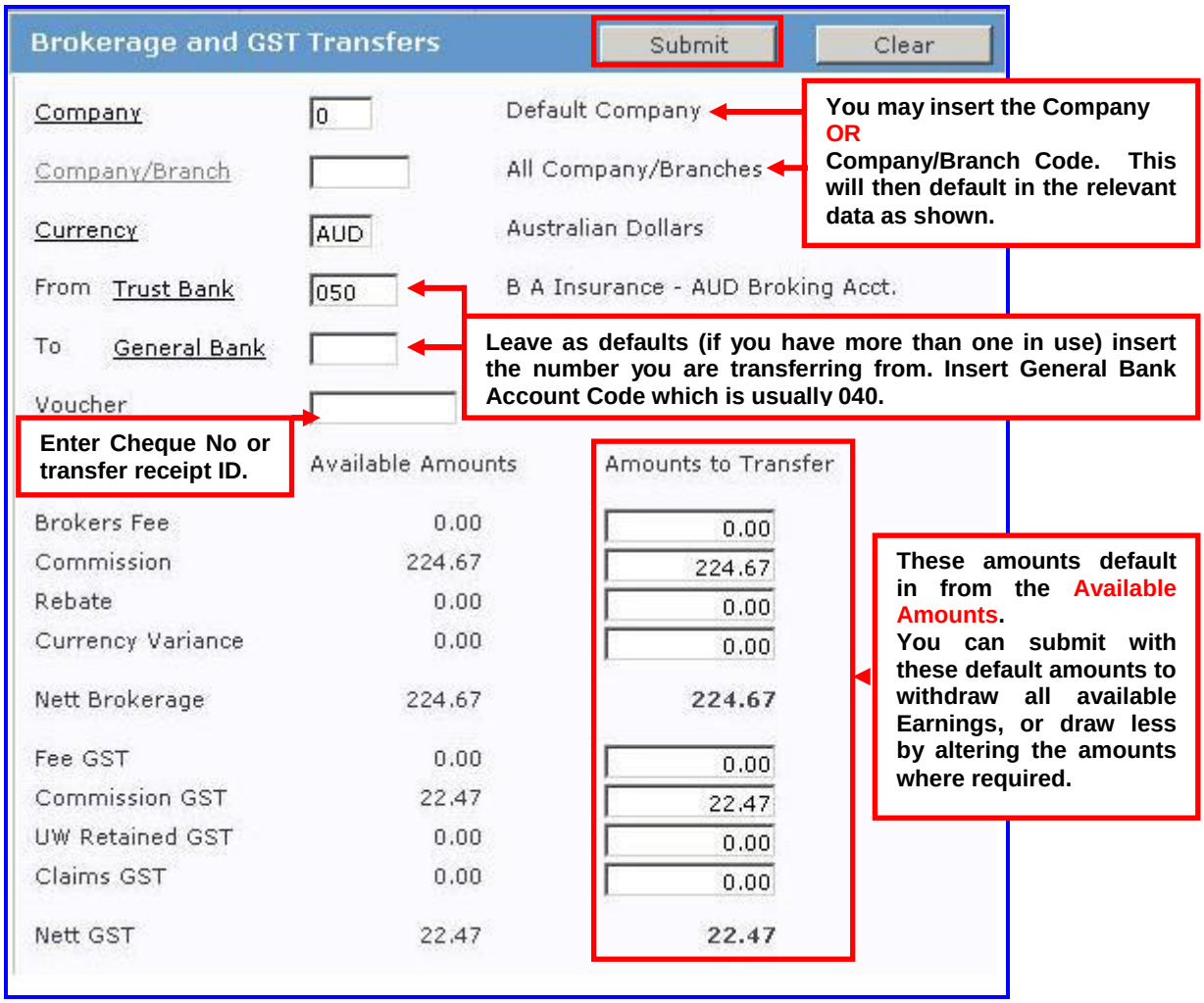


The transaction reverses the payment entry and re-establishes all of the Open Items.

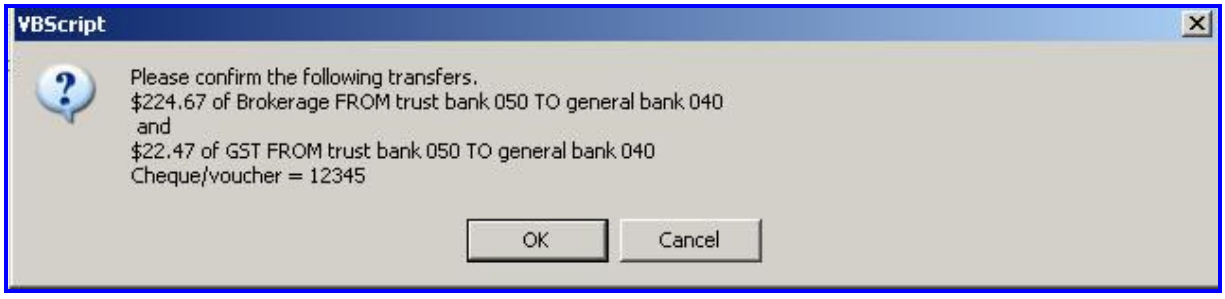
Brokerage and GST Transfers

This function allows you to update the system to reflect transfers of available earnings, i.e. Brokerage, Fees and GST from your Trust Account to your General Account.

Click on **Brokerage and GST Transfers** and the following screen will appear.


Brokerage and GST Transfers
Submit
Clear
Company
0
Default Company
Company/Branch
All Company/Branches
Currency
AUD
Australian Dollars
From Trust Bank
050
B A Insurance - AUD Broking Acct.
To General Bank
Voucher
You may insert the Company OR Company/Branch Code. This will then default in the relevant data as shown.
Leave as defaults (if you have more than one in use) insert the number you are transferring from. Insert General Bank Account Code which is usually 040.
Enter Cheque No or transfer receipt ID.
Available Amounts
Amounts to Transfer
Brokers Fee 0.00 0.00
Commission 224.67 224.67
Rebate 0.00 0.00
Currency Variance 0.00 0.00
Nett Brokerage 224.67 224.67
Fee GST 0.00 0.00
Commission GST 22.47 22.47
UW Retained GST 0.00 0.00
Claims GST 0.00 0.00
Nett GST 22.47 22.47
These amounts default in from the Available Amounts.
You can submit with these default amounts to withdraw all available Earnings, or draw less by altering the amounts where required.

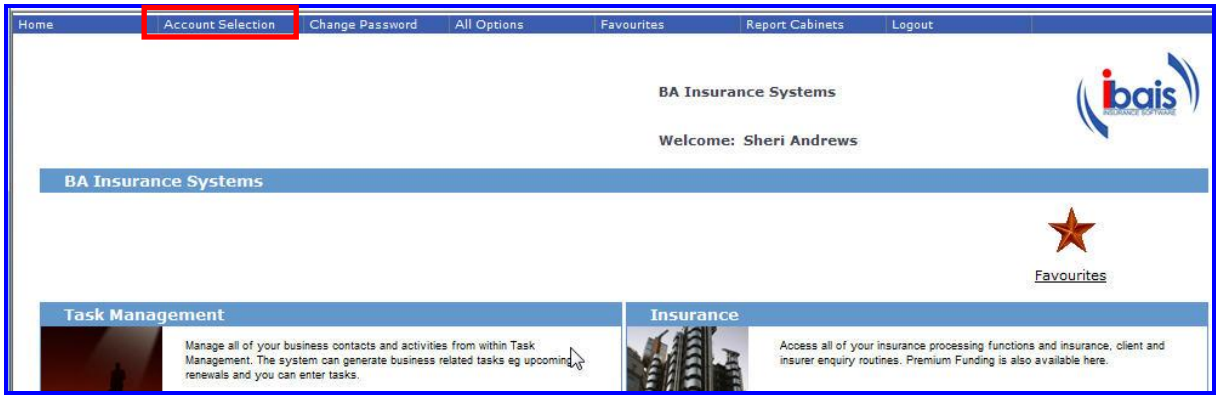
Once all the data has been input **Click Submit** and you will be advised to confirm the transfer amounts as shown below.


VBScript
Please confirm the following transfers.
$224.67 of Brokerage FROM trust bank 050 TO general bank 040
and
$22.47 of GST FROM trust bank 050 TO general bank 040
Cheque/voucher = 12345
OK
Cancel

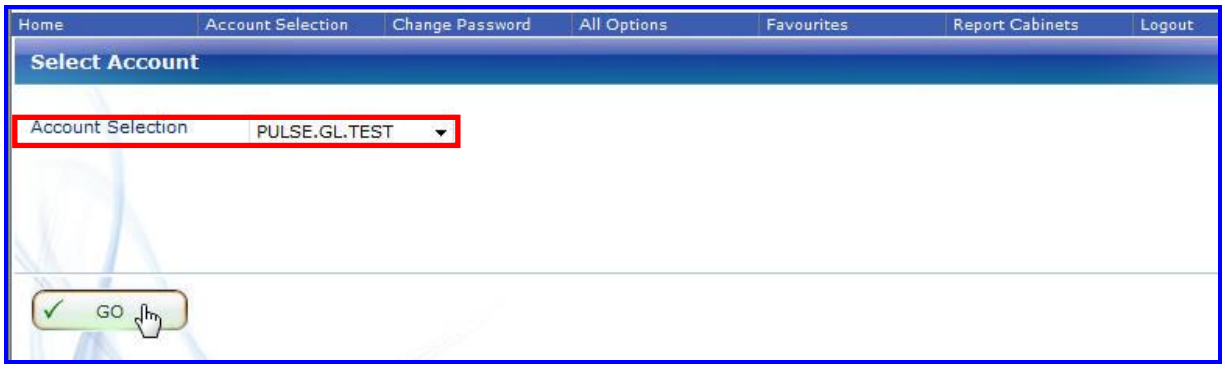
Click OK and the transfer is complete or Cancel if you wish to return to the **Brokerage and GST Transfers screen**.

GST/VAT Reporting

To produce the GST/VAT reports you will need to be in your XXXX.GL.LIVE account where XXXX is the name of your database. Change to this account by clicking on Account Selection on the menu:


Home
Account Selection
Change Password
All Options
Favourites
Report Cabinets
Logout
BA Insurance Systems
Welcome: Sheri Andrews
BA Insurance Systems
Favourites
Task Management
Manage all of your business contacts and activities from within Task Management. The system can generate business related tasks eg upcoming renewals and you can enter tasks.
Insurance
Access all of your insurance processing functions and insurance, client and insurer enquiry routines. Premium Funding is also available here.

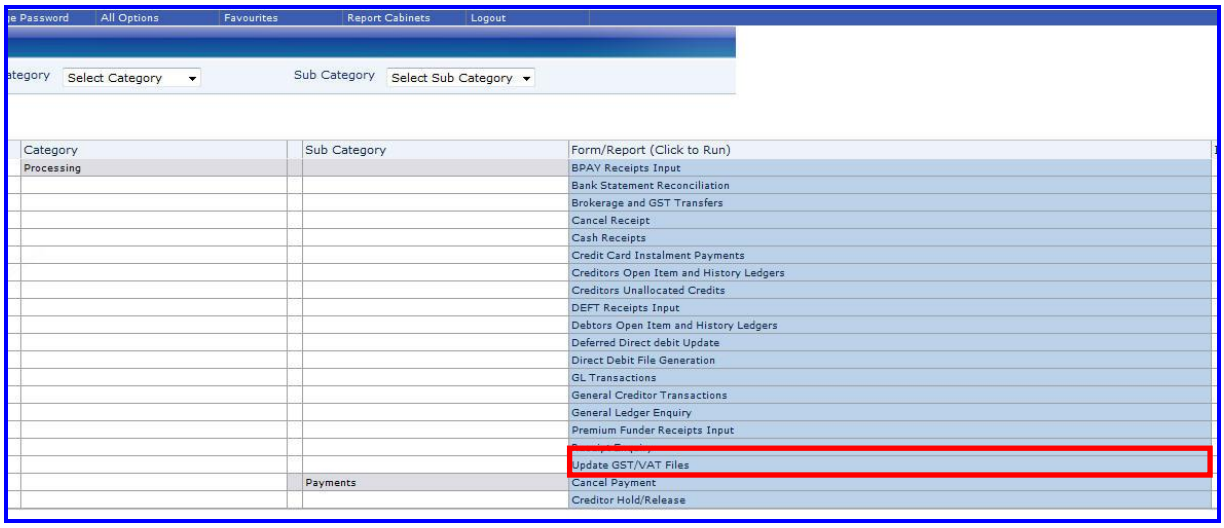
Select the XXXX.GL.LIVE account from the available options on the drop down menu and then click **Go**.

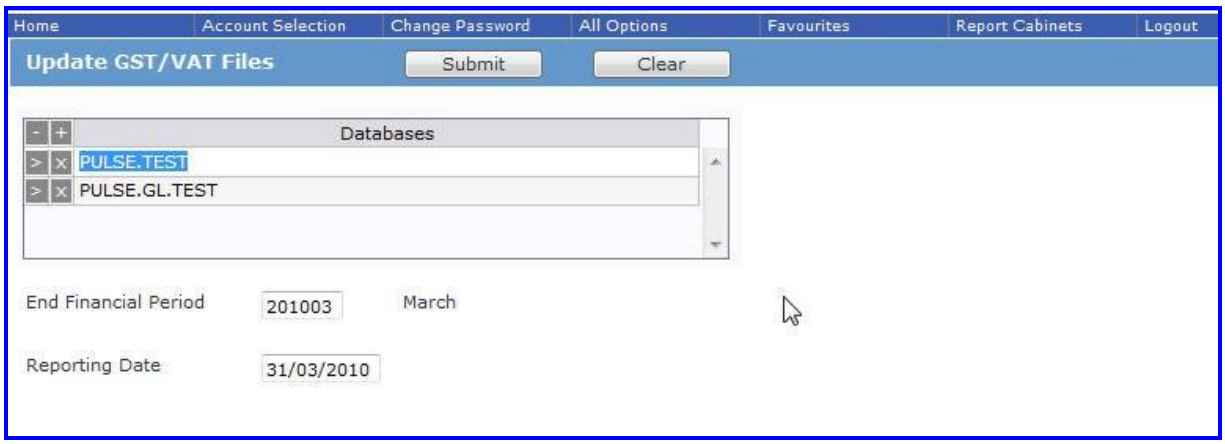


GST/VAT reports can only be produced for a period after End of Month has been run for that period. ie: If you are running the March quarter GST/VAT reports, you will need to complete the March End of Month process prior to beginning the steps described here.

Producing the GST/VAT reports is a two stage process. Firstly, the files need to be updated to capture the correct transactions for the next reporting period, and then, secondly, the reports can be produced.

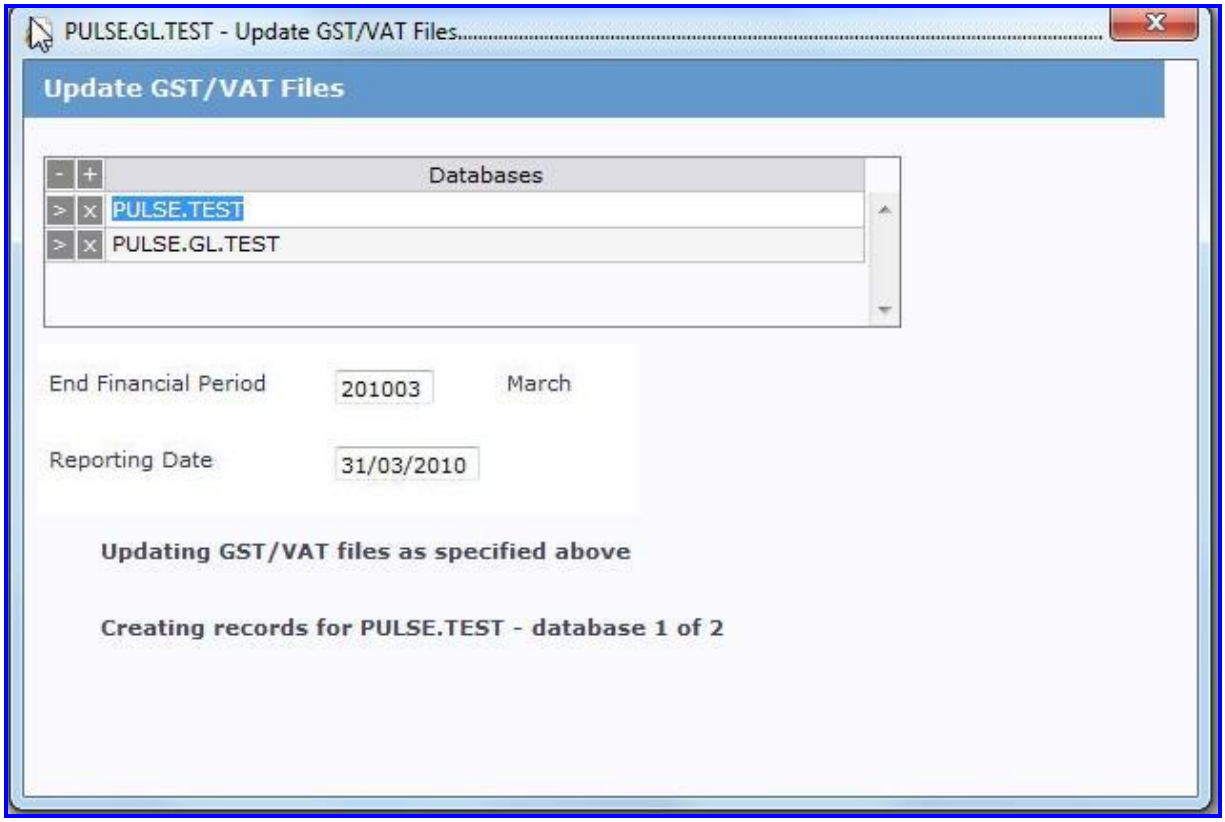
Step one is accessed via the All Options menu or can be added to your Favourites.





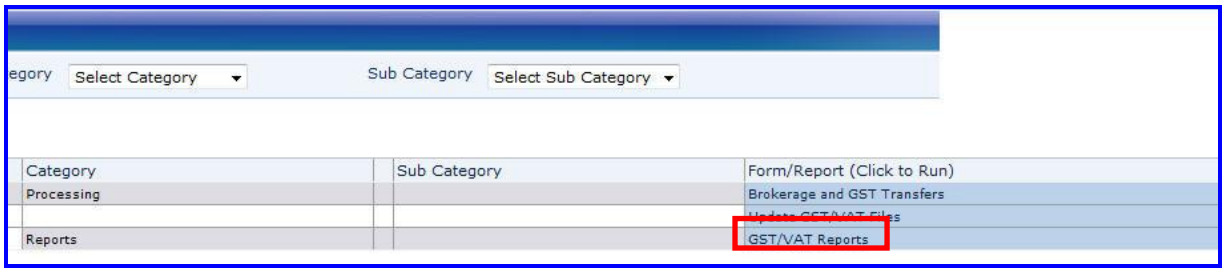
Note: **If your GST parameters are correctly set up the system will know which reporting period to use (monthly or quarterly) and which method to use (cash or accrual). Please contact Support to set this up if you have not used the GST/VAT reporting system before.**

Click **Submit** on the screen above to generate the GST/VAT reports. Progress is tracked on the screen below:



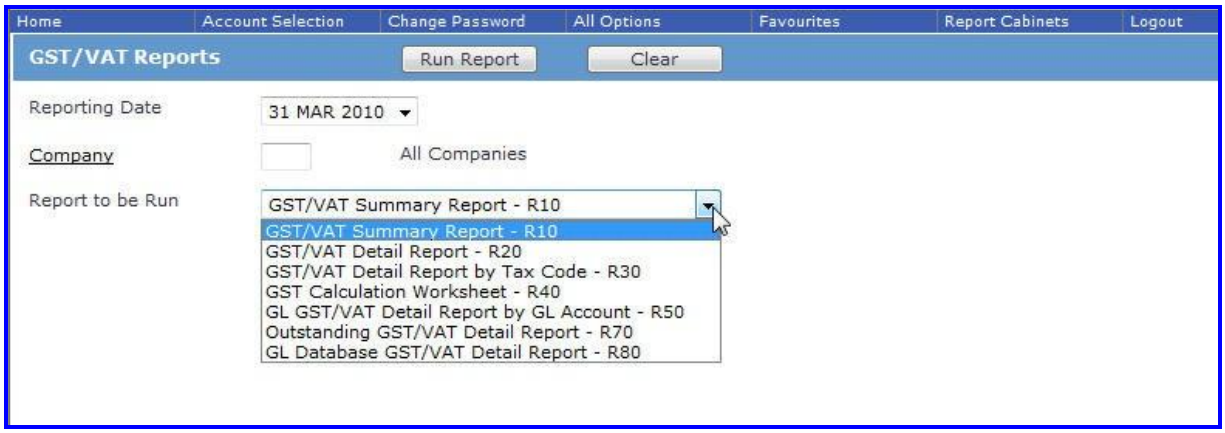
Once the files have been generated a message will be displayed:

Step Two of the GST/VAT process is to produce the required reports. The reports are located in the All Options menu:



Hint: Locate GST/VAT Reports more easily by inputting GST in the Refine box at the bottom left of the All Options screen.

The GST/VAT Reports screen allows selection by date and offers several reports to choose from.



Reports:

GST/VAT Summary Report – R10

A very brief report that displays the total GST/VAT amounts for the various business functions, such as Insurance Premium, Insurance Commission, General Ledger etc.

GST/VAT Detail Report – R20

This report provides detailed reporting on every transaction included in the summary report.

GST/VAT Detail Report by Tax Code – R30

This is a detailed report similar to the R20, but also including the Tax Codes.

Important Note: Depending on your country and report options selected, some items may be repeated in the report if they have several Tax Codes.

GST/VAT Calculation Worksheet – R40

This is a system generated representation of the worksheet used to calculate the amounts to be entered on the government GST/VAT Return Form.

GL GST/VAT Detail Report by GL Account

This report displays only the items entered via the General Ledger database and sorts them by GL account.

Outstanding GST/VAT Detail Report – R70

This report displays all items not paid to the tax authority from previous periods. This will usually be because your GST/VAT method is cash and the debtor has not yet paid you. If your GST/VAT method is set to accrual and your parameters are set to exclude unpaid renewals, then it could also be because it is an unpaid renewal.

Important Note: This report does NOT provide any indication of future GST/VAT liability.

GL Database GST/VAT Detail Report – R80

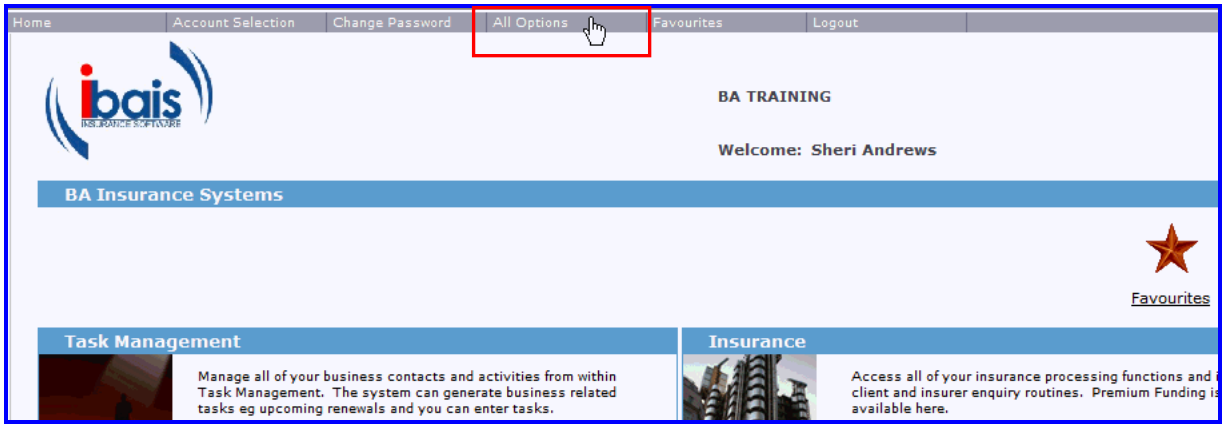
This report, like the R20 report, provides detailed reporting, but only includes items entered in the GL database.

Trust Accounting Reports

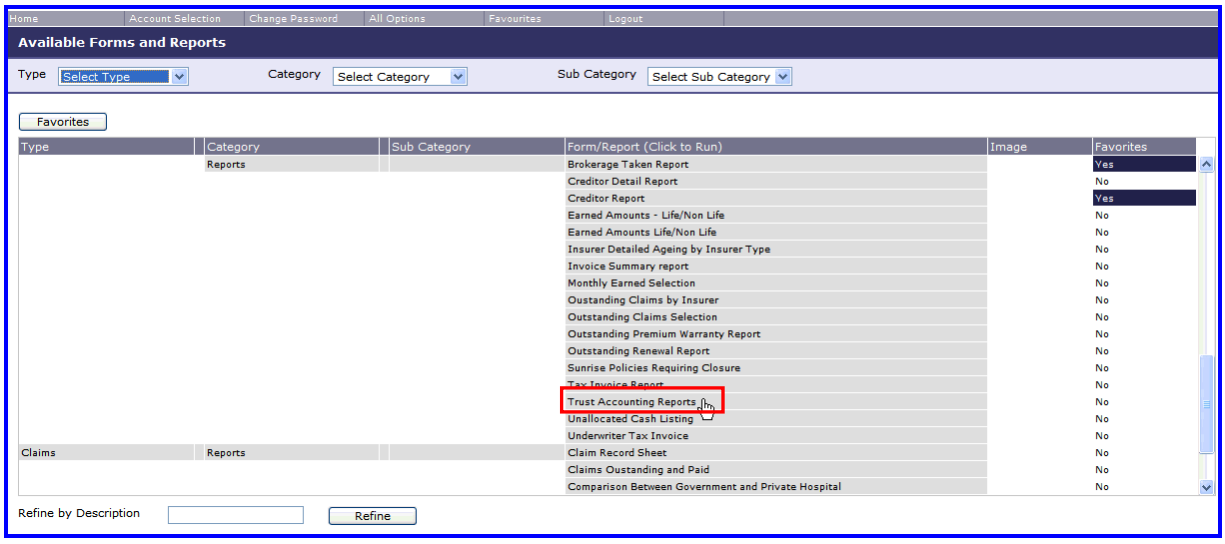
Trust Accounting Reports are designed to provide information on the state of the business from a trust banking perspective. All of these reports provide information on funds either in the trust bank, or owed to or from the trust bank(s) for the Broker, Clients, Insurers, Subagents, Statutory Authorities etc.

To ensure that these reports will balance to each other, there must be no processing done on the system between running one report, and another that it is to balance to.

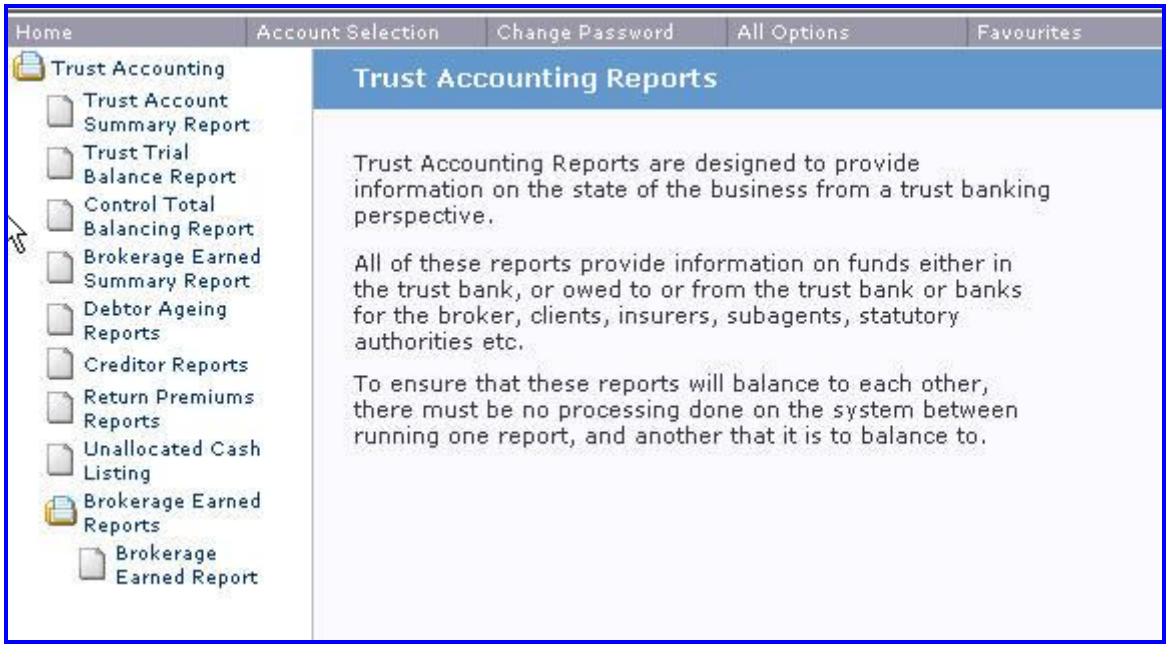
To run the Trust Accounting Reports click on **All Options** to display the available menu items.


Home
Account Selection
Change Password
All Options
Favourites
Logout
BA TRAINING
Welcome: Sheri Andrews
BA Insurance Systems
Favourites
Task Management
Manage all of your business contacts and activities from within Task Management. The system can generate business related tasks eg upcoming renewals and you can enter tasks.
Insurance
Access all of your insurance processing functions and client and insurer enquiry routines. Premium Funding is available here.

Please note that your list of available items may differ from the one shown here as there are different security settings in place within many databases.



Selecting **Trust Accounting Reports** from the menu above displays the following screen:


Home
Account Selection
Change Password
All Options
Favourites
Trust Accounting
Trust Account Summary Report
Trust Trial Balance Report
Control Total Balancing Report
Brokerage Earned Summary Report
Debtor Ageing Reports
Creditor Reports
Return Premiums Reports
Unallocated Cash Listing
Brokerage Earned Reports
Brokerage Earned Report
Trust Accounting Reports
Trust Accounting Reports are designed to provide information on the state of the business from a trust banking perspective.
All of these reports provide information on funds either in the trust bank, or owed to or from the trust bank or banks for the broker, clients, insurers, subagents, statutory authorities etc.
To ensure that these reports will balance to each other, there must be no processing done on the system between running one report, and another that it is to balance to.

Each of the reports can be selected from the left hand side. You should run the **Trust Account Summary** first as this one creates the file used by the others.

Trust Accounting Reports

Following is a listing of the Trust Accounting Reports. A brief description of each report is provided for your reference.

Trust Account Summary Report – This is the report required by ASIC for licensing of Brokers in Australia under current legislation. The report consists of two parts: **Section 26 and Section 27.**

Trust Trial Balance Report – This report gives a more detailed analysis of the Section 27 report.

Control Total Balancing Report – This report gives a full picture of your broking business, including all outstanding debtor and creditor amounts and all received amounts.

Brokerage Earned Summary Report – This report gives an overview of the opening balance amount, brokerage earned and taken during the period, the closing balance and the amount available to draw.

Debtor Ageing Reports – This report shows all invoiced items owed to you by a debtor, this is broken down into current, 30, 60 and 90+ days, it also includes all monies in unallocated cash.

Creditor Reports – This report shows, broken down into days, all items outstanding against a creditor. Selection criteria can be used to narrow this down to Fully, Part Paid, Unpaid and Return Premium items if required.

Return Premiums Reports – This report identifies any transactions where a credit has been taken from the creditor but not yet paid to the client, or paid to the client but not yet taken from the creditor.

Unallocated Cash Listing – This report shows all receipts which remain fully or partially unallocated.

Brokerage Earned Reports

Brokerage Earned Report – This is detailed report showing all fees, commission, sub agent's commission and GST earned in a selected period or transaction date range.

Brokerage Taken Report – This is a detailed report showing all fees, commission, sub agent's commission and GST taken in a selected period or transaction date range.

Below is a more comprehensive description of each report and details on how to run the report.

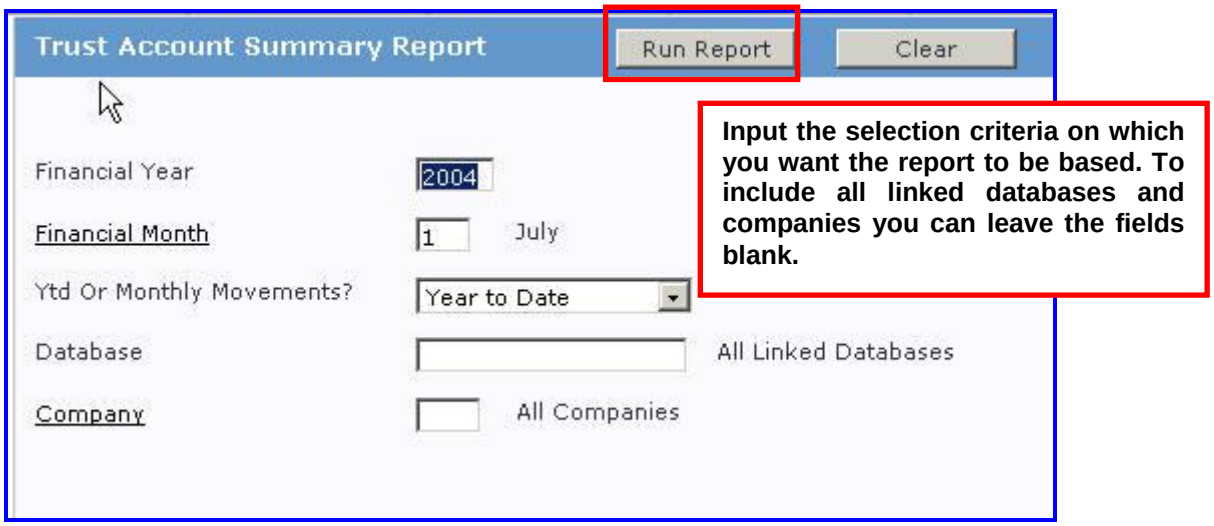
 © BA Insurance Systems

Trust Account Summary Report

This function allows you to run a **Trust Account Summary Report.** The report is required by ASIC for licensing of Brokers in Australia under current legislation. The report consists of two parts:

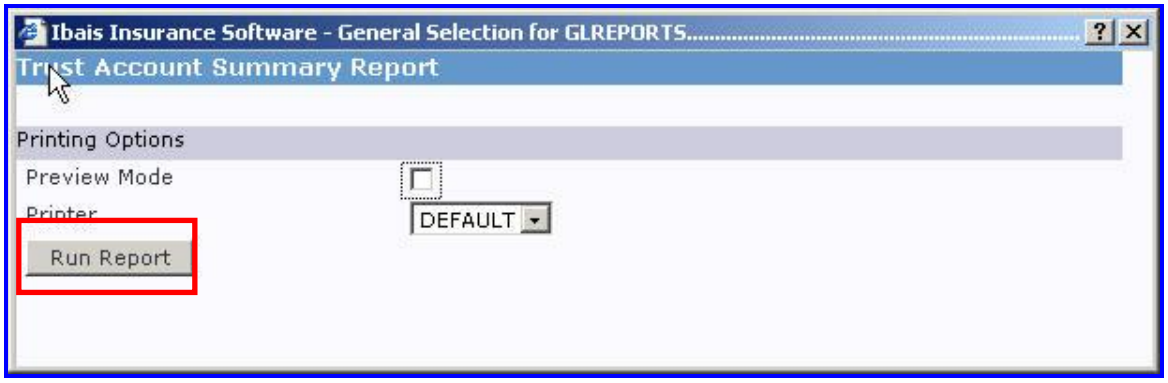
Section 26 on the left hand side of the report is the running total of the trust bank accounts based on the opening balances and movements in and out during the year.

Section 27 on the right hand side of the report gives a snap shot of the trust accounts at a point in time and provides a break down of whom the amounts are held in trust for. This report includes only amounts held in trust – i.e. Amounts receipted into the Trust Account.

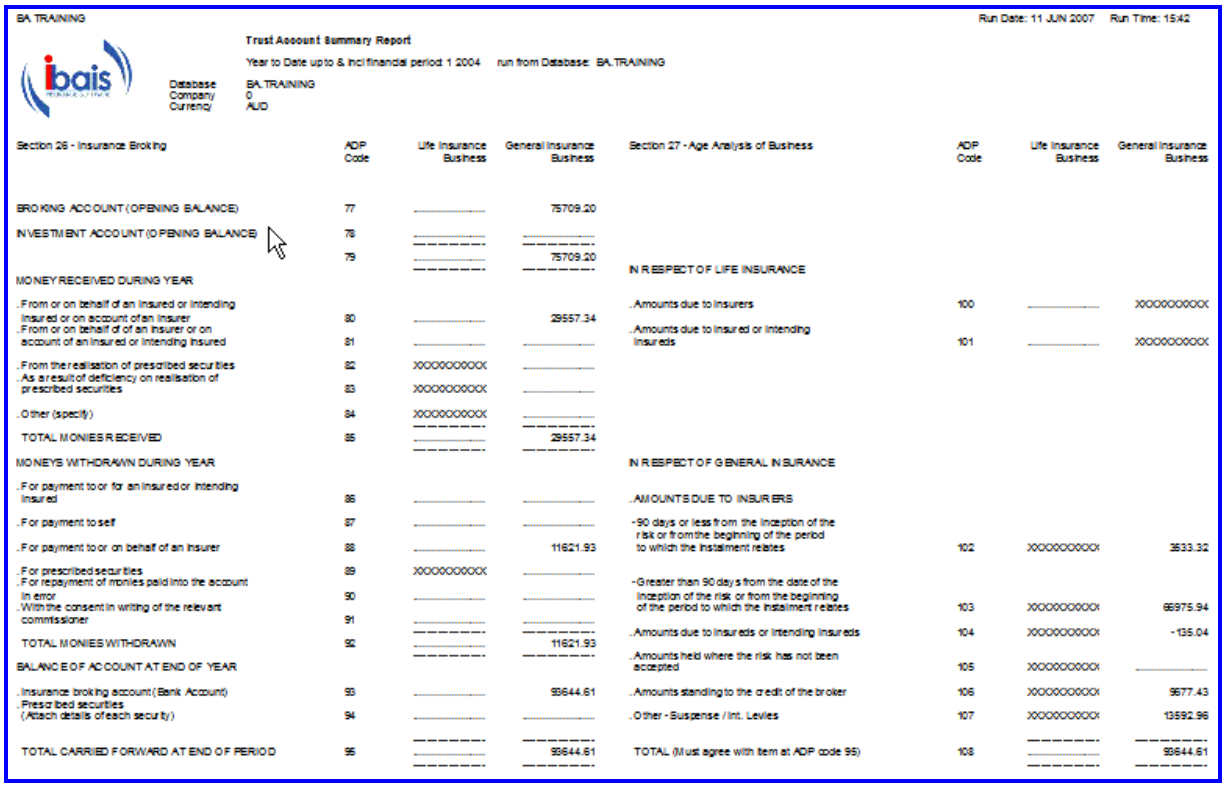


All reports generated in ibais will display a screen similar to the one shown below, where you can select to preview the report, or send to your printer.

Click **Run Report** when selection criteria has been input.



An example of the **Trust Account Summary Report** is reproduced here.



BA TRAINING — Run Date: 11 JUN 2007 Run Time: 15:42

Trust Account Summary Report

Year to Date up to & incl financial period 1 2004 run from Database: BA_TRAINING

Database: BA_TRAINING
Company: 0
Currency: AUD

Section 26 - Insurance Broking	ADP Code	Life Insurance Business	General Insurance Business
BROKING ACCOUNT (OPENING BALANCE)	77		75709.20
INVESTMENT ACCOUNT (OPENING BALANCE)	78		
	79		75709.20
MONEY RECEIVED DURING YEAR			
.From or on behalf of an insured or intending insured or on account of an insurer	80		29557.34
.From or on behalf of of an insurer or on account of an insured or intending insured	81		
.From the realisation of prescribed securities	82	XXXXXXXXXX	
.As a result of deficiency on realisation of prescribed securities	83	XXXXXXXXXX	
.Other (specify)	84	XXXXXXXXXX	
TOTAL MONIES RECEIVED	85		29557.34
MONEYS WITHDRAWN DURING YEAR			
.For payment to or for an insured or intending insured	86		
.For payment to self	87		
.For payment to or on behalf of an insurer	88		11621.93
.For prescribed securities	89	XXXXXXXXXX	
.For repayment of monies paid into the account in error	90		
.With the consent in writing of the relevant commissioner	91		
TOTAL MONIES WITHDRAWN	92		11621.93
BALANCE OF ACCOUNT AT END OF YEAR			
.Insurance broking account (Bank Account)	93		93644.61
.Prescribed securities (Attach details of each security)	94		
TOTAL CARRIED FORWARD AT END OF PERIOD	95		93644.61

Section 27 - Age Analysis of Business	ADP Code	Life Insurance Business	General Insurance Business
IN RESPECT OF LIFE INSURANCE			
.Amounts due to Insurers	100		XXXXXXXXXX
.Amounts due to Insured or Intending Insureds	101		XXXXXXXXXX
IN RESPECT OF GENERAL INSURANCE			
.AMOUNTS DUE TO INSURERS			
-90 days or less from the inception of the risk or from the beginning of the period to which the instalment relates	102	XXXXXXXXXX	3533.32
-Greater than 90 days from the date of the inception of the risk or from the beginning of the period to which the instalment relates	103	XXXXXXXXXX	66975.94
.Amounts due to Insureds or Intending Insureds	104	XXXXXXXXXX	-135.04
.Amounts held where the risk has not been accepted	105	XXXXXXXXXX	
.Amounts standing to the credit of the broker	106	XXXXXXXXXX	9677.43
.Other - Suspense / Int. Levies	107	XXXXXXXXXX	13592.96
TOTAL (Must agree with item at ADP code 95)	108		93644.61

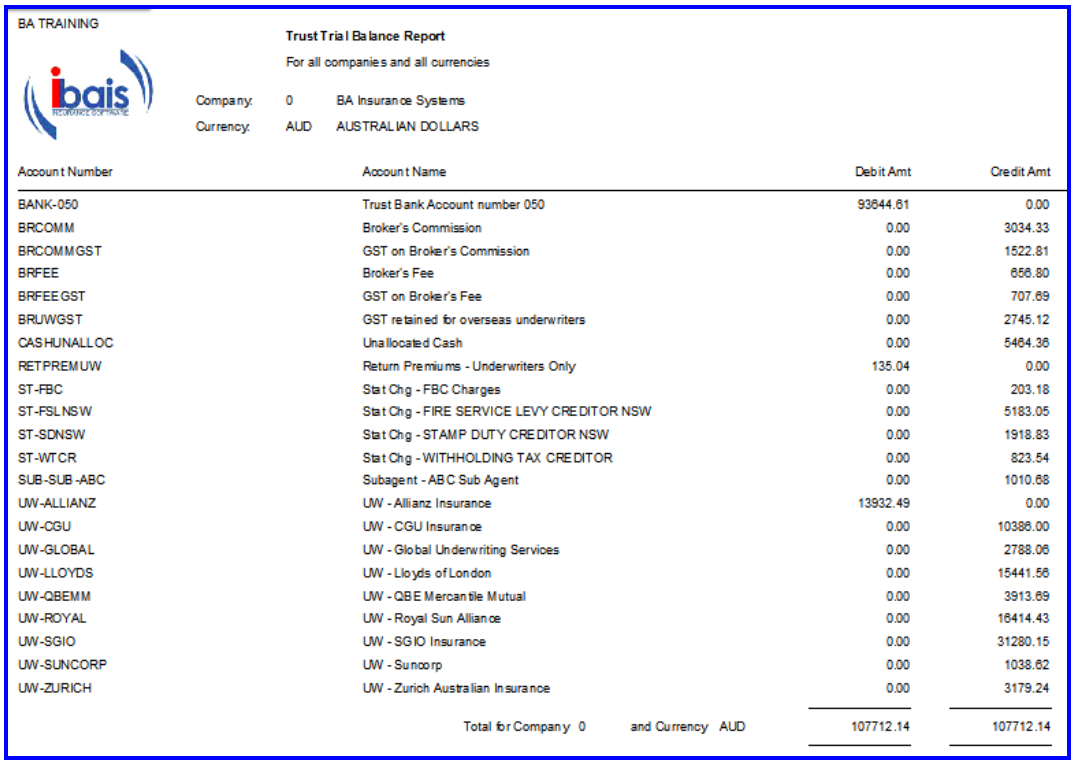
Trust Trial Balance Report

This function allows you to run a **Trust Trial Balance Report**. The report gives a more detailed analysis of the section 27 report.

Input the **Company** and **Currency** you wish to run the report for, or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report**.

A sample **Trust Trial Balance Report** is reproduced here:



BA TRAINING

Trust Trial Balance Report

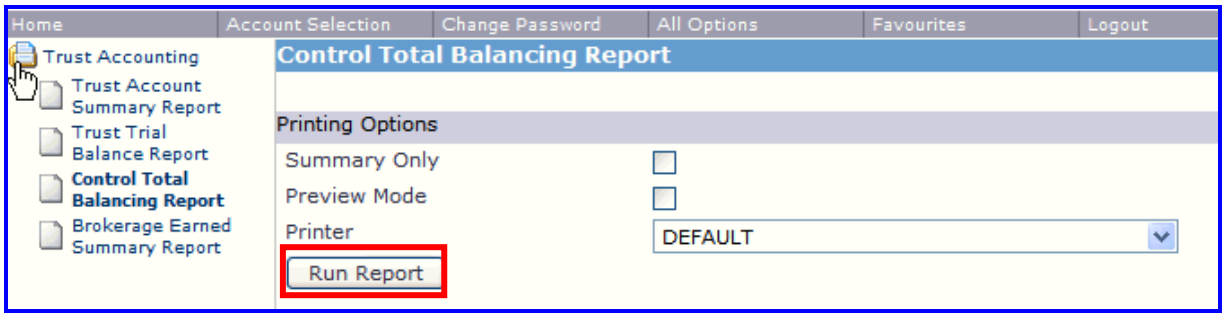
For all companies and all currencies

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

Account Number	Account Name	Debit Amt	Credit Amt
BANK-050	Trust Bank Account number 050	93644.61	0.00
BRCOMM	Broker's Commission	0.00	3034.33
BRCOMMGST	GST on Broker's Commission	0.00	1522.81
BRFEE	Broker's Fee	0.00	656.80
BRFEEGST	GST on Broker's Fee	0.00	707.69
BRUWGST	GST retained for overseas underwriters	0.00	2745.12
CASHUNALLOC	Unallocated Cash	0.00	5464.36
RETPREMUW	Return Premiums - Underwriters Only	135.04	0.00
ST-FBC	Stat Chg - FBC Charges	0.00	203.18
ST-FSLNSW	Stat Chg - FIRE SERVICE LEVY CREDITOR NSW	0.00	5183.05
ST-SDNSW	Stat Chg - STAMP DUTY CREDITOR NSW	0.00	1918.83
ST-WTCR	Stat Chg - WITHHOLDING TAX CREDITOR	0.00	823.54
SUB-SUB-ABC	Subagent - ABC Sub Agent	0.00	1010.68
UW-ALLIANZ	UW - Allianz Insurance	13932.49	0.00
UW-CGU	UW - CGU Insurance	0.00	10386.00
UW-GLOBAL	UW - Global Underwriting Services	0.00	2788.06
UW-LLOYDS	UW - Lloyds of London	0.00	15441.56
UW-QBEMM	UW - QBE Mercantile Mutual	0.00	3913.69
UW-ROYAL	UW - Royal Sun Alliance	0.00	16414.43
UW-SGIO	UW - SGIO Insurance	0.00	31280.15
UW-SUNCORP	UW - Suncorp	0.00	1038.62
UW-ZURICH	UW - Zurich Australian Insurance	0.00	3179.24
	Total for Company 0 and Currency AUD	107712.14	107712.14

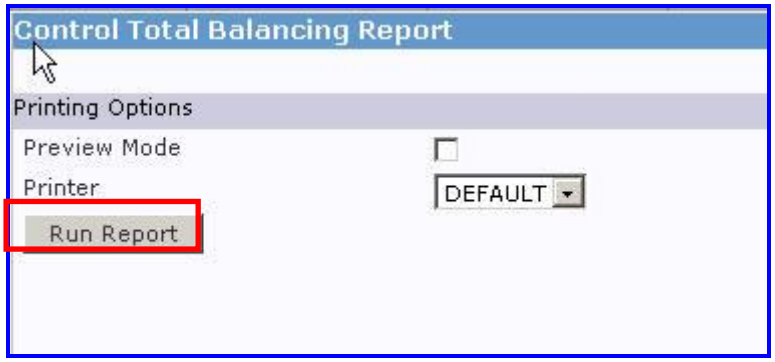
Control Total Balancing Report



For this report you can simply select to **Preview** or send to your **Printer**. Click **Run Report** when selection has been made.

A sample of a **Control Total Balancing Report** is reproduced below:

This function allows you to run a **Control Total Balancing Report**. The report gives a full picture of your broking business, including all outstanding debtor and creditor amounts and all received amounts. The amount at the bottom of this report should equal zero. It can be out a few cents as a result of rounding differences on part paid items which will clear on allocation of the balance of the relevant transaction.



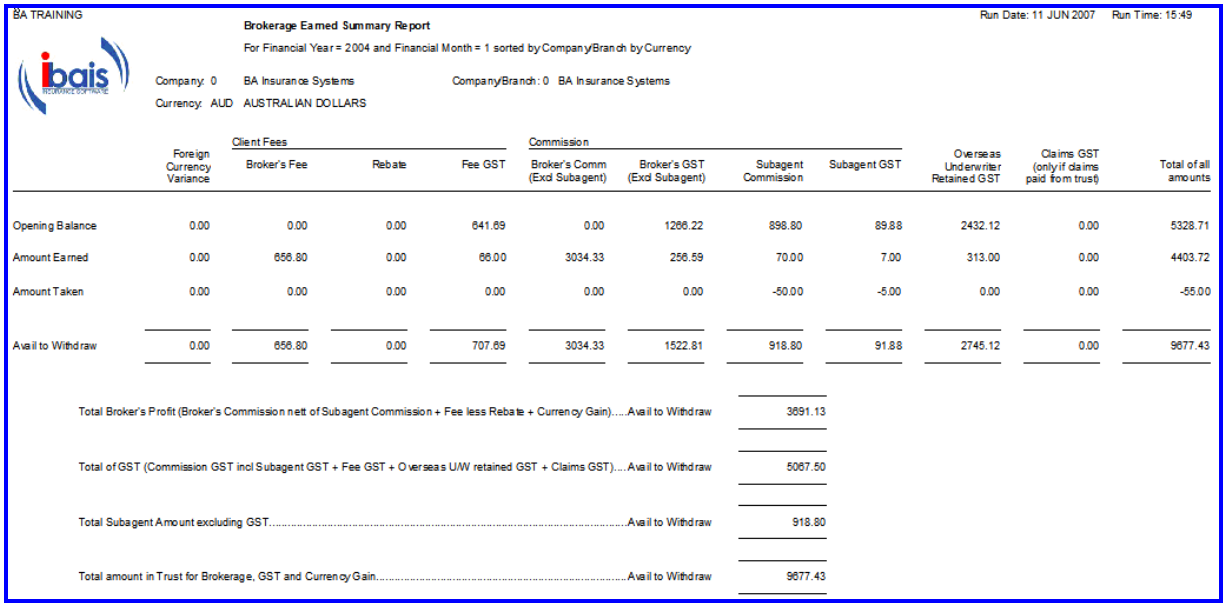
Brokerage Earned Summary Report

This function allows you to run a **Brokerage Earned Summary Report.** The report gives an overview of the opening balance amount, brokerage earned and taken during the period, the closing balance and the amount available to draw.

Input the selection criteria (you can leave **Company** and **Currency** blank to include all Companies and Currencies).

Click **Run Report**.

A sample **Brokerage Earned Summary Report** is reproduced below:



BA TRAINING — Run Date: 11 JUN 2007 Run Time: 15:49

Brokerage Earned Summary Report

For Financial Year = 2004 and Financial Month = 1 sorted by Company/Branch by Currency

Company: 0 BA Insurance Systems Company/Branch: 0 BA Insurance Systems

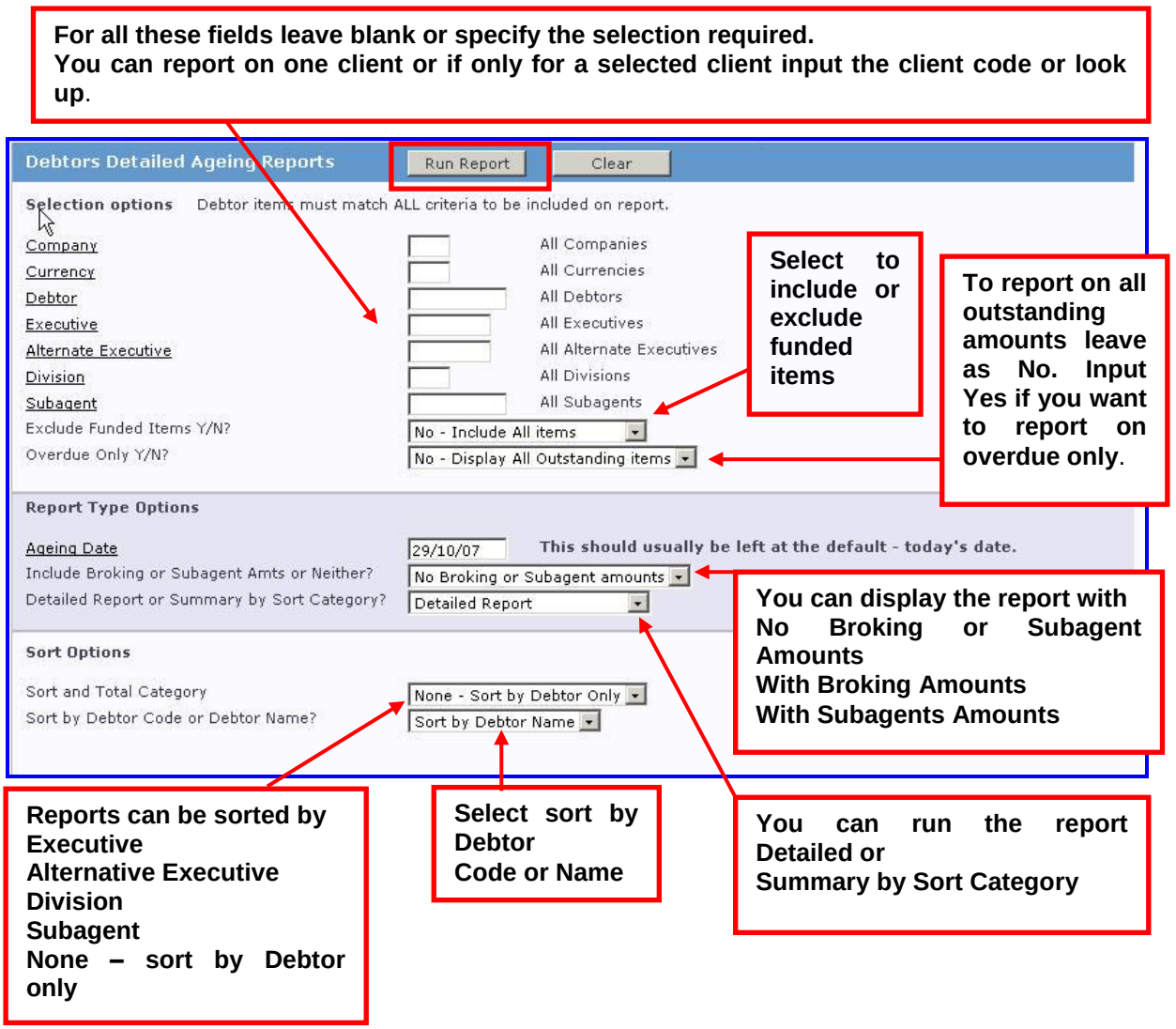
Currency: AUD AUSTRALIAN DOLLARS

	Foreign Currency Variance	Client Fees: Broker's Fee	Client Fees: Rebate	Client Fees: Fee GST	Commission: Broker's Comm (Excl Subagent)	Commission: Broker's GST (Excl Subagent)	Subagent Commission	Subagent GST	Overseas Underwriter Retained GST	Claims GST (only if claims paid from trust)	Total of all amounts
Opening Balance	0.00	0.00	0.00	641.69	0.00	1266.22	898.80	89.88	2432.12	0.00	5328.71
Amount Earned	0.00	656.80	0.00	66.00	3034.33	256.59	70.00	7.00	313.00	0.00	4403.72
Amount Taken	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	-5.00	0.00	0.00	-55.00
Avail to Withdraw	0.00	656.80	0.00	707.69	3034.33	1522.81	918.80	91.88	2745.12	0.00	9677.43

Total Broker's Profit (Broker's Commission nett of Subagent Commission + Fee less Rebate + Currency Gain).....Avail to Withdraw	3691.13
Total of GST (Commission GST incl Subagent GST + Fee GST + Overseas U/W retained GST + Claims GST)....Avail to Withdraw	5067.50
Total Subagent Amount excluding GST.....Avail to Withdraw	918.80
Total amount in Trust for Brokerage, GST and Currency Gain.....Avail to Withdraw	9677.43

Debtors Ageing Report

This function allows you to run a **Debtors Ageing Report.** The report shows in detail or summary, all invoiced items owed to you by a debtor, broken down into current, 30, 60 and 90+ days, it also included all monies in unallocated cash.

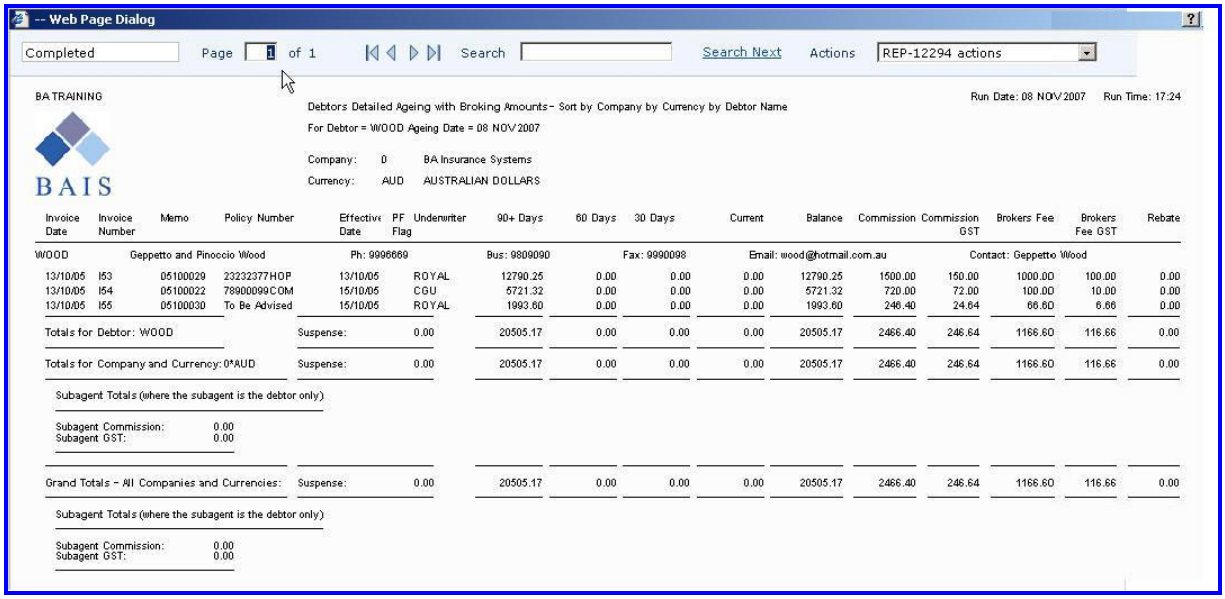

For all these fields leave blank or specify the selection required.
You can report on one client or if only for a selected client input the client code or look up.
Debtors Detailed Ageing Reports
Run Report
Clear
Selection options
Debtor items must match ALL criteria to be included on report.
Company
All Companies
Currency
All Currencies
Debtor
All Debtors
Executive
All Executives
Alternate Executive
All Alternate Executives
Division
All Divisions
Subagent
All Subagents
Exclude Funded Items Y/N?
No - Include All items
Overdue Only Y/N?
No - Display All Outstanding items
Report Type Options
Ageing Date
29/10/07
This should usually be left at the default - today's date.
Include Broking or Subagent Amts or Neither?
No Broking or Subagent amounts
Detailed Report or Summary by Sort Category?
Detailed Report
Sort Options
Sort and Total Category
None - Sort by Debtor Only
Sort by Debtor Code or Debtor Name?
Sort by Debtor Name
Select to include or exclude funded items
To report on all outstanding amounts leave as No. Input Yes if you want to report on overdue only.
You can display the report with
No Broking or Subagent Amounts
With Broking Amounts
With Subagents Amounts
Reports can be sorted by
Executive
Alternative Executive
Division
Subagent
None – sort by Debtor only
Select sort by Debtor
Code or Name
You can run the report Detailed or
Summary by Sort Category

Please Note

Ageing Date this defaults to today's date it is usually better to leave the date as the default date unless you wish to see the future position. In this case it will report on the **SAME** transactions but age them based on the date input.

Click **Run Report** when selection criteria has been input.

A Sample **Debtors Ageing Report** is reproduced below:



-- Web Page Dialog

Completed | Page 1 of 1 | Search | Search Next | Actions | REP-12294 actions

BA TRAINING

BAIS

Debtors Detailed Ageing with Broking Amounts - Sort by Company by Currency by Debtor Name

Run Date: 08 NOV 2007 Run Time: 17:24

For Debtor = WOOD Ageing Date = 08 NOV 2007

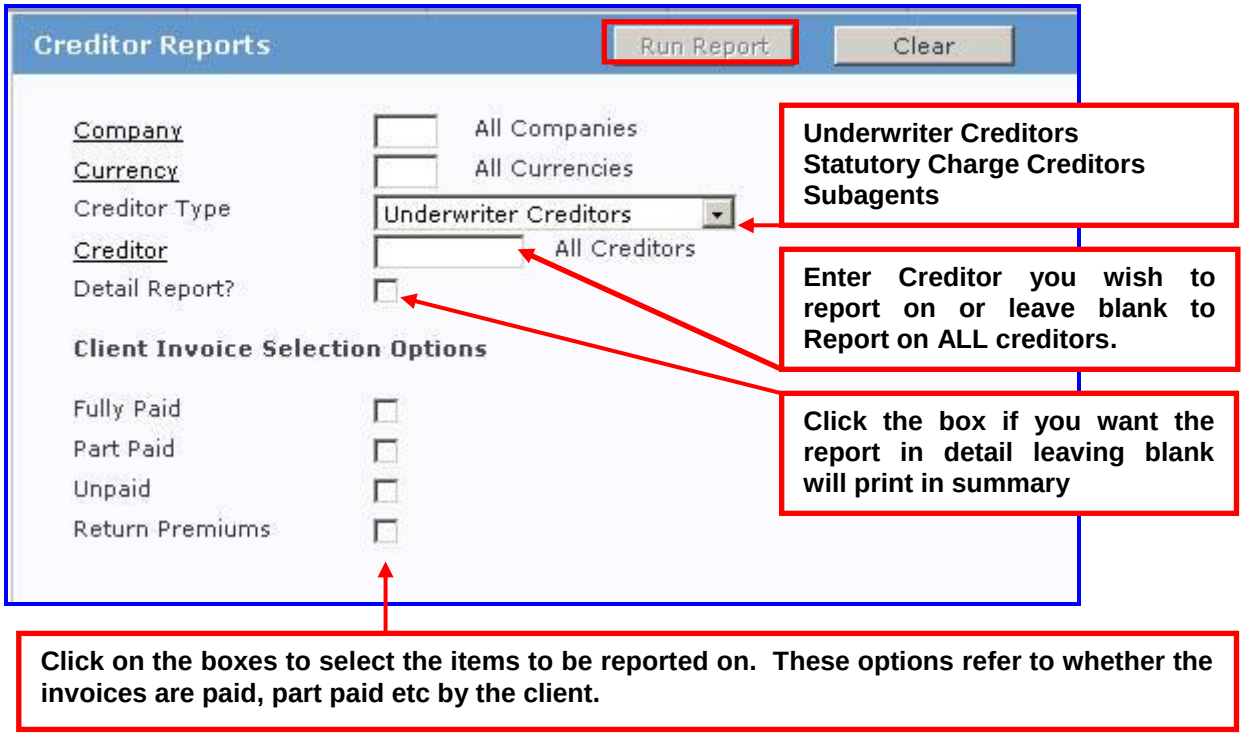
Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

Invoice Date	Invoice Number	Memo	Policy Number	Effective Date	PF Flag	Underwriter	90+ Days	60 Days	30 Days	Current	Balance	Commission	Commission GST	Brokers Fee	Brokers Fee GST	Rebate
WOOD	Geppetto and Pinoccio Wood			Ph: 9996669			Bus: 9809090		Fax: 9990098		Email: wood@hotmail.com.au			Contact: Geppetto Wood		
13/10/05	I53	05100029	23232377HOP	13/10/05		ROYAL	12790.25	0.00	0.00	0.00	12790.25	1500.00	150.00	1000.00	100.00	0.00
13/10/05	I54	05100022	78900099COM	15/10/05		CGU	5721.32	0.00	0.00	0.00	5721.32	720.00	72.00	100.00	10.00	0.00
13/10/05	I55	05100030	To Be Advised	15/10/05		ROYAL	1993.60	0.00	0.00	0.00	1993.60	246.40	24.64	66.60	6.66	0.00
Totals for Debtor: WOOD				Suspense:			0.00	20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1166.60	116.66	0.00
Totals for Company and Currency: 0*AUD				Suspense:			0.00	20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1166.60	116.66	0.00
Subagent Totals (where the subagent is the debtor only)																
Subagent Commission: 0.00																
Subagent GST: 0.00																
Grand Totals - All Companies and Currencies:				Suspense:			0.00	20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1166.60	116.66	0.00
Subagent Totals (where the subagent is the debtor only)																
Subagent Commission: 0.00																
Subagent GST: 0.00																

Creditor Report

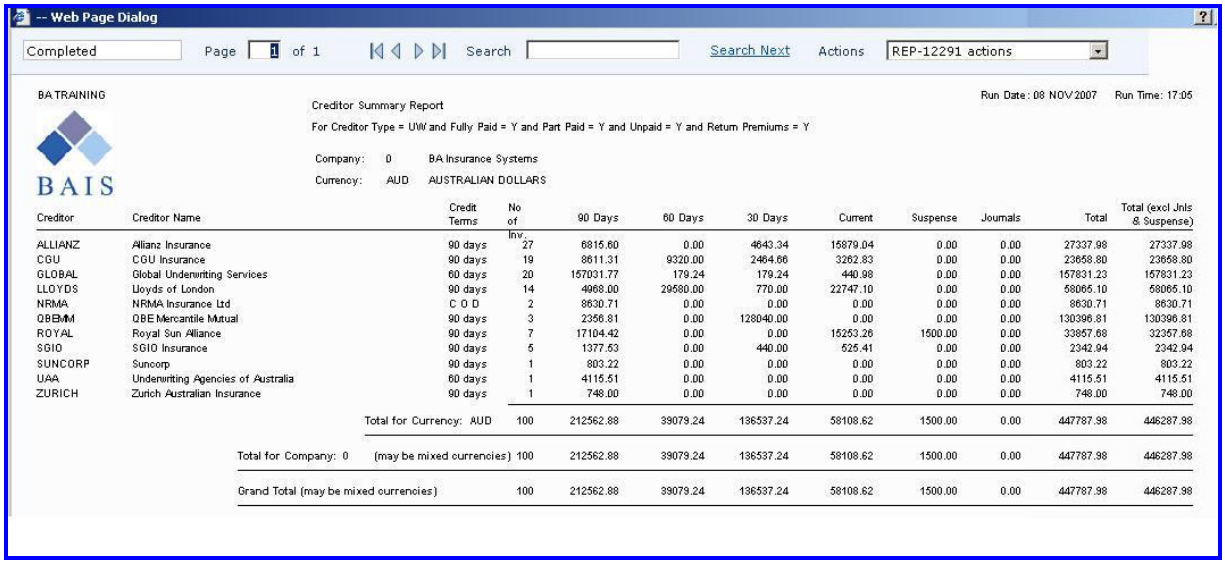
This function allows you to run a **Creditor Report**. The report shows, broken down into days, all items outstanding against a creditor. Selection criteria can be used to narrow this down to Fully, Part Paid, Unpaid and Return Premium items if required.


Creditor Reports
Run Report
Clear
Company
All Companies
Currency
All Currencies
Creditor Type
Underwriter Creditors
Creditor
All Creditors
Detail Report?
Client Invoice Selection Options
Fully Paid
Part Paid
Unpaid
Return Premiums
Underwriter Creditors
Statutory Charge Creditors
Subagents
Enter Creditor you wish to report on or leave blank to Report on ALL creditors.
Click the box if you want the report in detail leaving blank will print in summary
Click on the boxes to select the items to be reported on. These options refer to whether the invoices are paid, part paid etc by the client.

Input the **Company** and **Currency** you wish to run the report for, or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report** when selection criteria has been input

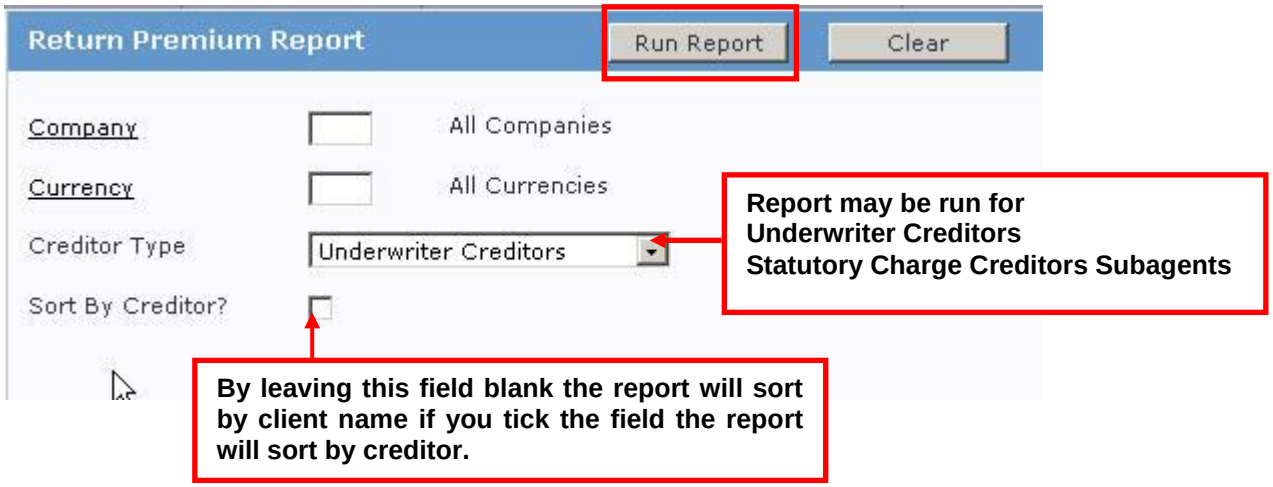
A sample **Creditor Report** is reproduced below:


-- Web Page Dialog
Completed
Page 1 of 1
Search
Search Next
Actions
REP-12291 actions
BA TRAINING
Run Date: 08 NOV 2007
Run Time: 17:05
BAIS
Creditor Summary Report
For Creditor Type = UW and Fully Paid = Y and Part Paid = Y and Unpaid = Y and Return Premiums = Y
Company: 0 BA Insurance Systems
Currency: AUD AUSTRALIAN DOLLARS

Creditor	Creditor Name	Credit Terms	No of Inv.	90 Days	60 Days	30 Days	Current	Suspense	Journals	Total	Total (excl Jnls & Suspense)
ALLIANZ	Allianz Insurance	90 days	27	6815.60	0.00	4643.34	15879.04	0.00	0.00	27337.98	27337.98
CGU	CGU Insurance	90 days	19	8611.31	9320.00	2464.66	3262.83	0.00	0.00	23658.80	23658.80
GLOBAL	Global Underwriting Services	60 days	20	157031.77	179.24	179.24	440.98	0.00	0.00	157831.23	157831.23
LLOYDS	Lloyds of London	90 days	14	4968.00	29580.00	770.00	22747.10	0.00	0.00	58065.10	58065.10
NRMA	NRMA Insurance Ltd	C O D	2	8630.71	0.00	0.00	0.00	0.00	0.00	8630.71	8630.71
QBEMM	QBE Mercantile Mutual	90 days	3	2356.81	0.00	128040.00	0.00	0.00	0.00	130396.81	130396.81
ROYAL	Royal Sun Alliance	90 days	7	17104.42	0.00	0.00	15253.26	1500.00	0.00	33857.68	32357.68
SGIO	SGIO Insurance	90 days	5	1377.53	0.00	440.00	525.41	0.00	0.00	2342.94	2342.94
SUNCORP	Suncorp	90 days	1	803.22	0.00	0.00	0.00	0.00	0.00	803.22	803.22
UAA	Underwriting Agencies of Australia	60 days	1	4115.51	0.00	0.00	0.00	0.00	0.00	4115.51	4115.51
ZURICH	Zurich Australian Insurance	90 days	1	748.00	0.00	0.00	0.00	0.00	0.00	748.00	748.00
	Total for Currency: AUD		100	212562.88	39079.24	136537.24	58108.62	1500.00	0.00	447787.98	446287.98
	Total for Company: 0 (may be mixed currencies)		100	212562.88	39079.24	136537.24	58108.62	1500.00	0.00	447787.98	446287.98
	Grand Total (may be mixed currencies)		100	212562.88	39079.24	136537.24	58108.62	1500.00	0.00	447787.98	446287.98

Return Premium Reports

This function allows you to run **Return Premiums Reports.** The report identifies any transactions where a credit has been taken from the creditor but not yet paid to the client, or paid to the client but not yet taken from the creditor.

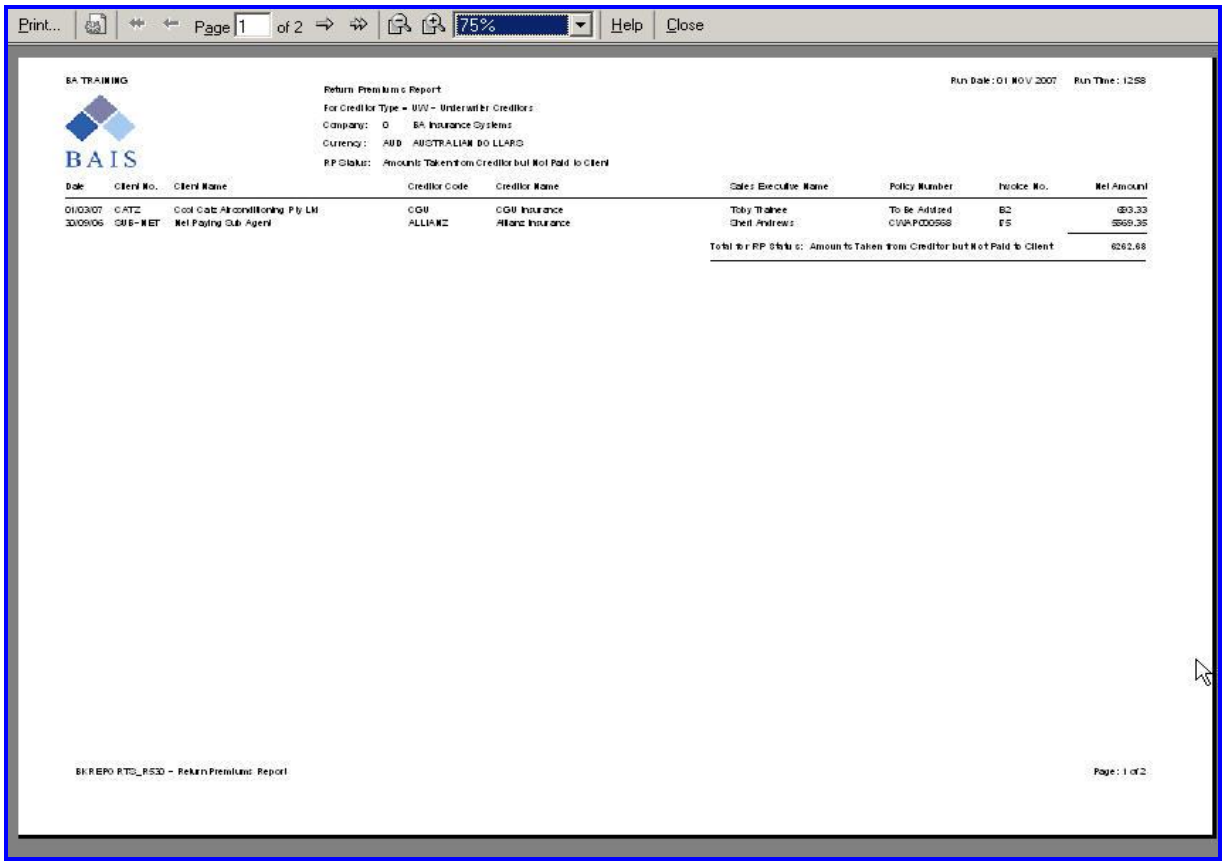


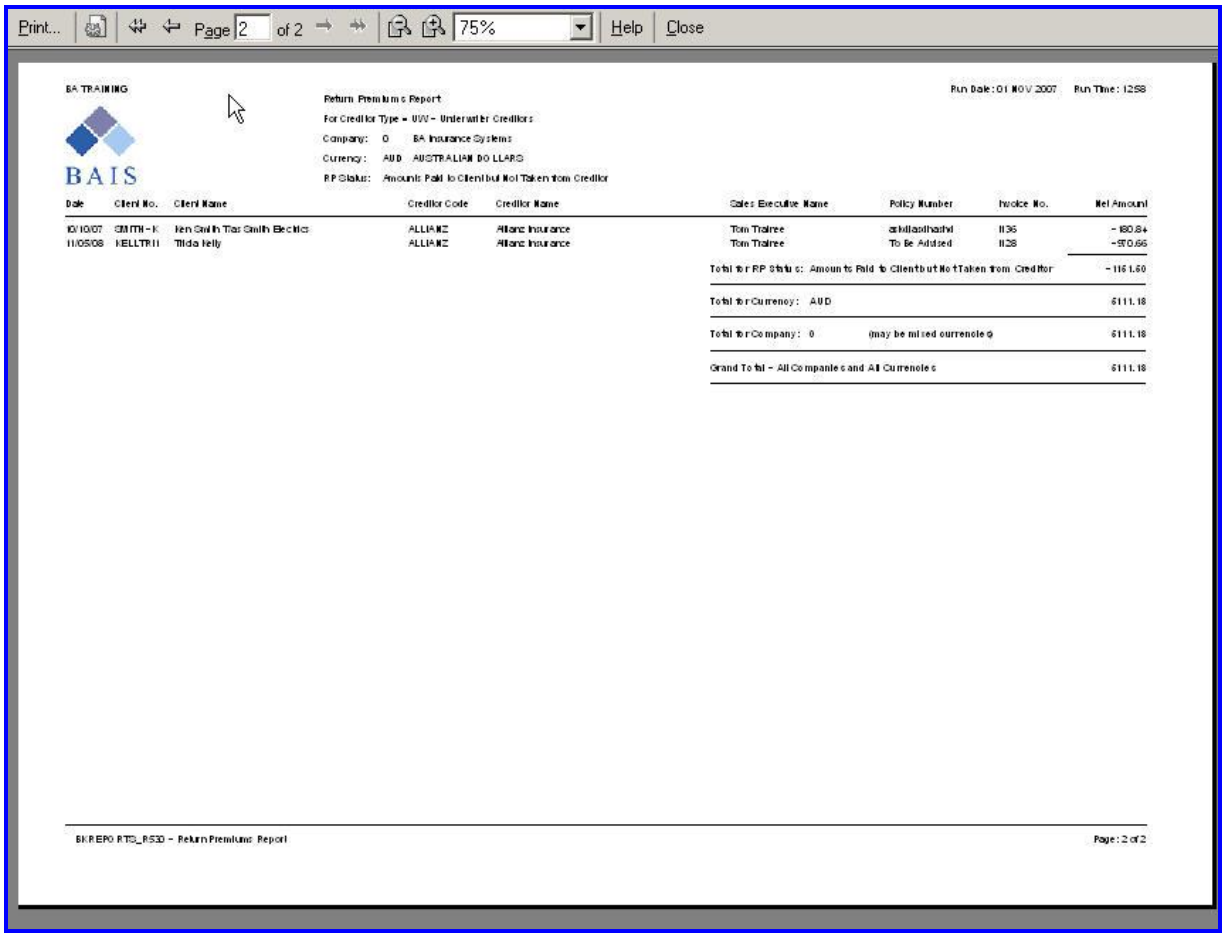
Please Note:

Input the **Company** or **Currency** you wish to run the report for, or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report**

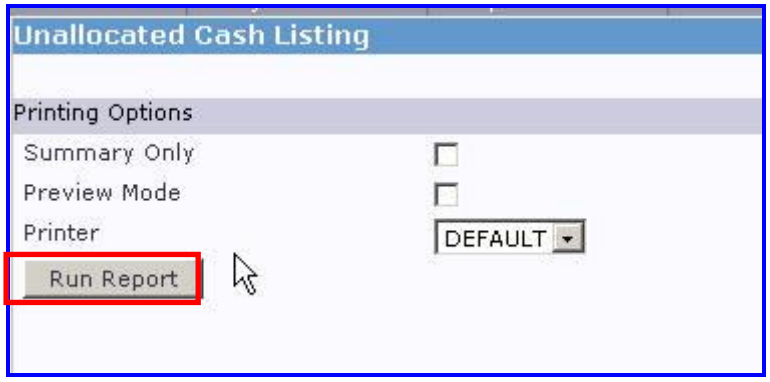
A sample **Return Premium Report** is reproduced below:


Print...
Page 1 of 2
75%
Help
Close
BA TRAINING
BAIS
Return Premiums Report
For Creditor Type = UW - Underwriter Creditors
Company: 0 BA Insurance Systems
Currency: AUD AUSTRALIAN DOLLARS
RP Status: Amounts Taken from Creditor but Not Paid to Client
Run Date: 01 NOV 2007 Run Time: 12:58
Date
Client No.
Client Name
Creditor Code
Creditor Name
Sales Executive Name
Policy Number
Invoice No.
Net Amount
01/03/07 CATZ Cool Cats Airconditioning Pty Ltd CGU CGU Insurance Toby Trainee To Be Advised B2 693.33
30/09/06 CATS-NET Net Paying Sub Agent ALLIANZ Allianz Insurance Cheri Andrews CWAPC00568 ES 5569.35
Total for RP Status: Amounts Taken from Creditor but Not Paid to Client 6262.68
BKREPORTS_RS30 - Return Premiums Report
Page: 1 of 2


Print...
Page 2 of 2
75%
Help
Close
BA TRAINING
BAIS
Return Premiums Report
For Creditor Type = UW - Underwriter Creditors
Company: 0 BA Insurance Systems
Currency: AUD AUSTRALIAN DOLLARS
RP Status: Amounts Paid to Client but Not Taken from Creditor
Run Date: 01 NOV 2007 Run Time: 12:58
Date Client No. Client Name Creditor Code Creditor Name Sales Executive Name Policy Number Invoice No. Net Amount
10/10/07 SMITH-K Ken Smith T/as Smith Electrics ALLIANZ Allianz Insurance Tom Trainee ahdilasdhadhd 1136 -180.84
11/05/08 KELLTR11 Tilda Kelly ALLIANZ Allianz Insurance Tom Trainee To Be Advised 1128 -970.66
Total for RP Status: Amounts Paid to Client but Not Taken from Creditor -1151.50
Total for Currency: AUD 6111.18
Total for Company: 0 (may be mixed currencies) 6111.18
Grand Total - All Companies and All Currencies 6111.18
BKREPORTS_RS3D - Return Premiums Report
Page: 2 of 2

Unallocated Cash Listing

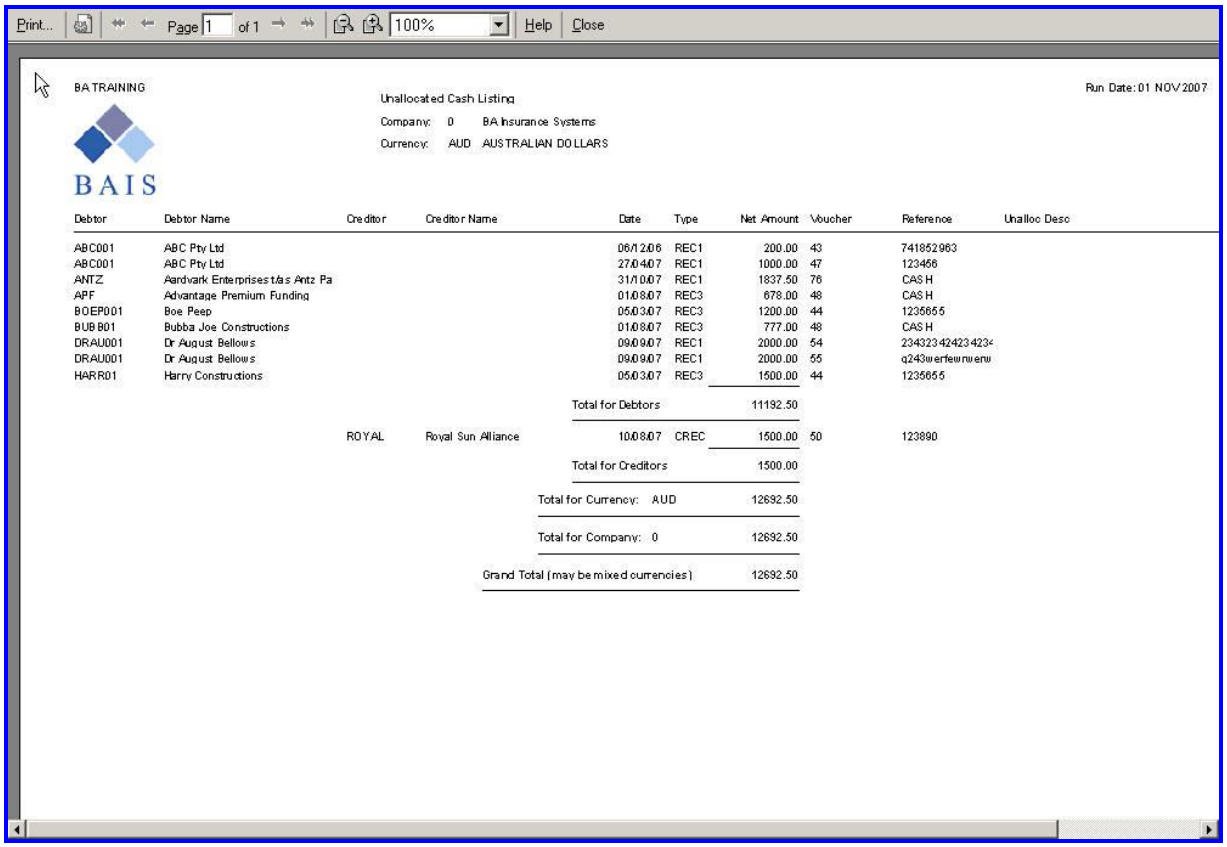
This function allows you to run an **Unallocated Cash Listing**. The listing shows all receipts which remain fully or partially unallocated.



For this report you can simply select to **Preview** or send to your **Printer**.

Click **Run Report** when selection has been made.

A sample of an **Unallocated Cash Listing** is reproduced below :



Print... | Page 1 of 1 | 100% | Help | Close

BA TRAINING

BAIS

Unallocated Cash Listing

Company: 0 BA Insurance Systems

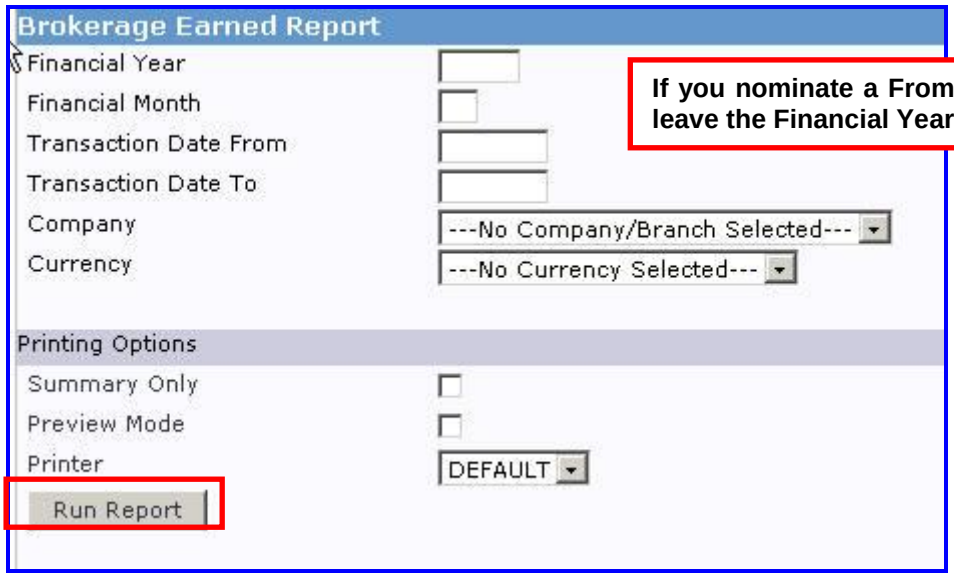
Currency: AUD AUSTRALIAN DOLLARS

Run Date: 01 NOV 2007

Debtor	Debtor Name	Creditor	Creditor Name	Date	Type	Net Amount	Voucher	Reference	Unalloc Desc
ABC001	ABC Pty Ltd			06/12/06	REC1	200.00	43	741852963	
ABC001	ABC Pty Ltd			27/04/07	REC1	1000.00	47	123456	
ANTZ	Aardvark Enterprises t/as Antz Pa			31/10/07	REC1	1837.50	76	CASH	
APF	Advantage Premium Funding			01/08/07	REC3	678.00	48	CASH	
BOEP001	Boe Peep			05/03/07	REC3	1200.00	44	1235655	
BUBB01	Bubba Joe Constructions			01/08/07	REC3	777.00	48	CASH	
DRAU001	Dr August Bellows			09/09/07	REC1	2000.00	54	234323424234234	
DRAU001	Dr August Bellows			09/09/07	REC1	2000.00	55	q243werfewnvenv	
HARR01	Harry Constructions			05/03/07	REC3	1500.00	44	1235655	
			Total for Debtors			11192.50			
		ROYAL	Royal Sun Alliance	10/08/07	CREC	1500.00	50	123890	
			Total for Creditors			1500.00			
			Total for Currency: AUD			12692.50			
			Total for Company: 0			12692.50			
			Grand Total (may be mixed currencies)			12692.50			

Brokerage Earned Reports

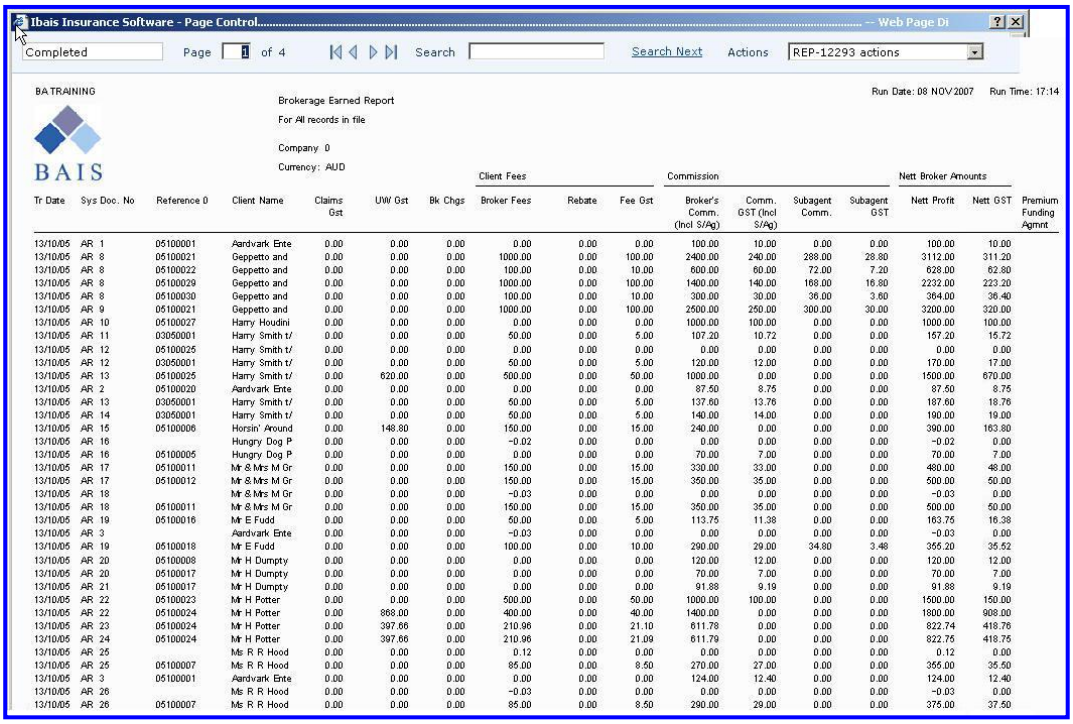
This function allows you to run **Brokerage Earned Reports**. The report shows in detail all fees, commission, sub agent's commission and GST earned in a selected period or transaction date range.



Input the selection criteria on which you want the report to be based, input the **Company** and **Currency** or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run the Report**.

A sample **Brokerage Earned Report** is reproduced below:



Ibais Insurance Software - Page Control

Completed | Page 1 of 4 | Search | Search Next | Actions | REP-12293 actions

BA TRAINING

BAIS

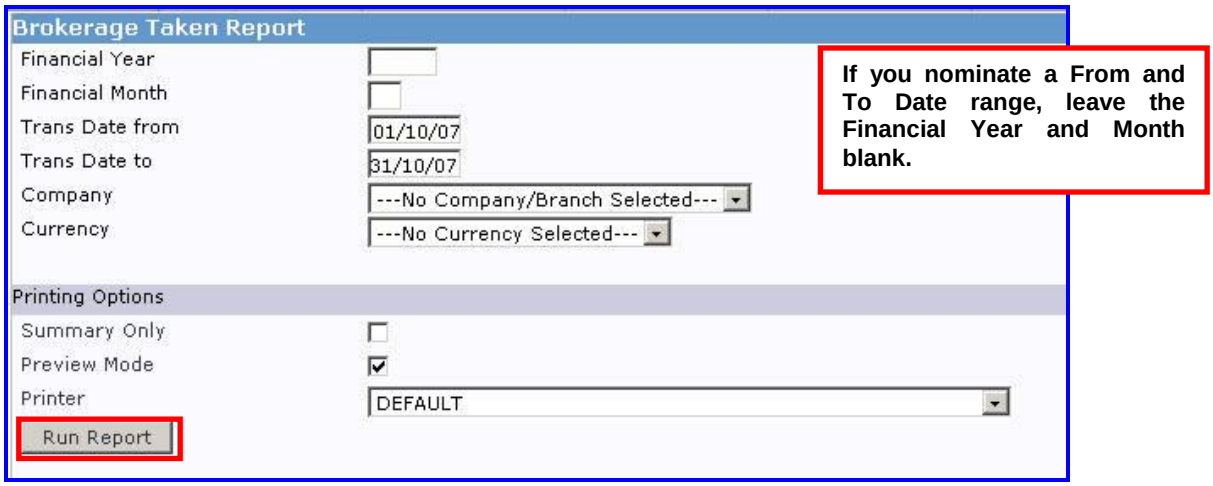
Brokerage Earned Report
For All records in file
Company 0
Currency: AUD

Run Date: 08 NOV 2007 Run Time: 17:14

								Client Fees			Commission				Nett Broker Amounts		
Tr Date	Sys Doc. No	Reference 0	Client Name	Claims Gst	UW Gst	Bk Chgs	Broker Fees	Rebate	Fee Gst	Broker's Comm. (Incl S/Ag)	Comm. GST (Incl S/Ag)	Subagent Comm.	Subagent GST	Nett Profit	Nett GST	Premium Funding Agmnt
13/10/05	AR 1	05100001	Aardvark Ente	0.00	0.00	0.00	0.00	0.00	0.00	100.00	10.00	0.00	0.00	100.00	10.00	
13/10/05	AR 8	05100021	Geppetto and	0.00	0.00	0.00	1000.00	0.00	100.00	2400.00	240.00	288.00	28.80	3112.00	311.20	
13/10/05	AR 8	05100022	Geppetto and	0.00	0.00	0.00	100.00	0.00	10.00	600.00	60.00	72.00	7.20	628.00	62.80	
13/10/05	AR 8	05100029	Geppetto and	0.00	0.00	0.00	1000.00	0.00	100.00	1400.00	140.00	168.00	16.80	2232.00	223.20	
13/10/05	AR 8	05100030	Geppetto and	0.00	0.00	0.00	100.00	0.00	10.00	300.00	30.00	36.00	3.60	364.00	36.40	
13/10/05	AR 9	05100021	Geppetto and	0.00	0.00	0.00	1000.00	0.00	100.00	2500.00	250.00	300.00	30.00	3200.00	320.00	
13/10/05	AR 10	05100027	Harry Houdini	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	100.00	0.00	0.00	1000.00	100.00	
13/10/05	AR 11	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	107.20	10.72	0.00	0.00	157.20	15.72	
13/10/05	AR 12	05100025	Harry Smith t/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13/10/05	AR 12	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	120.00	12.00	0.00	0.00	170.00	17.00	
13/10/05	AR 13	05100025	Harry Smith t/	0.00	620.00	0.00	500.00	0.00	50.00	1000.00	0.00	0.00	0.00	1500.00	670.00	
13/10/05	AR 2	05100020	Aardvark Ente	0.00	0.00	0.00	0.00	0.00	0.00	87.50	8.75	0.00	0.00	87.50	8.75	
13/10/05	AR 13	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	137.60	13.76	0.00	0.00	187.60	18.76	
13/10/05	AR 14	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	140.00	14.00	0.00	0.00	190.00	19.00	
13/10/05	AR 15	05100006	Horsin' Around	0.00	148.80	0.00	150.00	0.00	15.00	240.00	0.00	0.00	0.00	390.00	163.80	
13/10/05	AR 16		Hungry Dog P	0.00	0.00	0.00	-0.02	0.00	0.00	0.00	0.00	0.00	0.00	-0.02	0.00	
13/10/05	AR 16	05100005	Hungry Dog P	0.00	0.00	0.00	0.00	0.00	0.00	70.00	7.00	0.00	0.00	70.00	7.00	
13/10/05	AR 17	05100011	Mr & Mrs M Gr	0.00	0.00	0.00	150.00	0.00	15.00	330.00	33.00	0.00	0.00	480.00	48.00	
13/10/05	AR 17	05100012	Mr & Mrs M Gr	0.00	0.00	0.00	150.00	0.00	15.00	350.00	35.00	0.00	0.00	500.00	50.00	
13/10/05	AR 18		Mr & Mrs M Gr	0.00	0.00	0.00	-0.03	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	
13/10/05	AR 18	05100011	Mr & Mrs M Gr	0.00	0.00	0.00	150.00	0.00	15.00	350.00	35.00	0.00	0.00	500.00	50.00	
13/10/05	AR 19	05100016	Mr E Fudd	0.00	0.00	0.00	50.00	0.00	5.00	113.75	11.38	0.00	0.00	163.75	16.38	
13/10/05	AR 3		Aardvark Ente	0.00	0.00	0.00	-0.03	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	
13/10/05	AR 19	05100018	Mr E Fudd	0.00	0.00	0.00	100.00	0.00	10.00	290.00	29.00	34.80	3.48	355.20	35.52	
13/10/05	AR 20	05100008	Mr H Dumpty	0.00	0.00	0.00	0.00	0.00	0.00	120.00	12.00	0.00	0.00	120.00	12.00	
13/10/05	AR 20	05100017	Mr H Dumpty	0.00	0.00	0.00	0.00	0.00	0.00	70.00	7.00	0.00	0.00	70.00	7.00	
13/10/05	AR 21	05100017	Mr H Dumpty	0.00	0.00	0.00	0.00	0.00	0.00	91.88	9.19	0.00	0.00	91.88	9.19	
13/10/05	AR 22	05100023	Mr H Potter	0.00	0.00	0.00	500.00	0.00	50.00	1000.00	100.00	0.00	0.00	1500.00	150.00	
13/10/05	AR 22	05100024	Mr H Potter	0.00	868.00	0.00	400.00	0.00	40.00	1400.00	0.00	0.00	0.00	1800.00	908.00	
13/10/05	AR 23	05100024	Mr H Potter	0.00	397.66	0.00	210.96	0.00	21.10	611.78	0.00	0.00	0.00	822.74	418.76	
13/10/05	AR 24	05100024	Mr H Potter	0.00	397.66	0.00	210.96	0.00	21.09	611.79	0.00	0.00	0.00	822.75	418.75	
13/10/05	AR 25		Ms R R Hood	0.00	0.00	0.00	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.12	0.00	
13/10/05	AR 25	05100007	Ms R R Hood	0.00	0.00	0.00	85.00	0.00	8.50	270.00	27.00	0.00	0.00	355.00	35.50	
13/10/05	AR 3	05100001	Aardvark Ente	0.00	0.00	0.00	0.00	0.00	0.00	124.00	12.40	0.00	0.00	124.00	12.40	
13/10/05	AR 26		Ms R R Hood	0.00	0.00	0.00	-0.03	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	
13/10/05	AR 26	05100007	Ms R R Hood	0.00	0.00	0.00	85.00	0.00	8.50	290.00	29.00	0.00	0.00	375.00	37.50	

Brokerage Taken Report

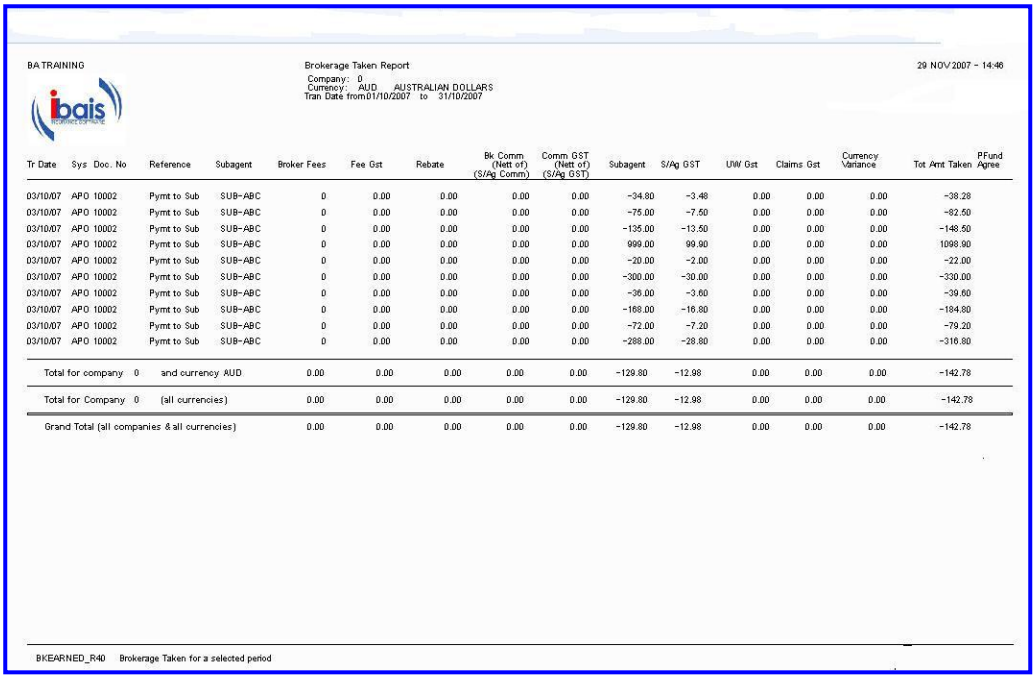
This function allows you to run **Brokerage Taken Reports**. The report shows in detail all fees, commission, sub agent's commission and GST taken in a selected period or transaction date range.



Input the selection criteria on which you want the report to be based, input the **Company** and **Currency** or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report**.

A sample **Brokerage Taken Report** is reproduced below



BA TRAINING — Brokerage Taken Report — 29 NOV 2007 - 14:46

Company: 0
Currency: AUD AUSTRALIAN DOLLARS
Tran Date from 01/10/2007 to 31/10/2007

Tr Date	Sys	Doc. No	Reference	Subagent	Broker Fees	Fee Gst	Rebate	Bk Comm (Nett of) (S/Ag Comm)	Comm GST (Nett of) (S/Ag GST)	Subagent	S/Ag GST	UW Gst	Claims Gst	Currency Variance	Tot Amt Taken	PFund Agree
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-34.80	-3.48	0.00	0.00	0.00	-38.28	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-75.00	-7.50	0.00	0.00	0.00	-82.50	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-135.00	-13.50	0.00	0.00	0.00	-148.50	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	999.00	99.90	0.00	0.00	0.00	1098.90	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-20.00	-2.00	0.00	0.00	0.00	-22.00	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-300.00	-30.00	0.00	0.00	0.00	-330.00	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-36.00	-3.60	0.00	0.00	0.00	-39.60	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-168.00	-16.80	0.00	0.00	0.00	-184.80	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-72.00	-7.20	0.00	0.00	0.00	-79.20	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-288.00	-28.80	0.00	0.00	0.00	-316.80	
Total for company 0 and currency AUD					0.00	0.00	0.00	0.00	0.00	-129.80	-12.98	0.00	0.00	0.00	-142.78	
Total for Company 0 (all currencies)					0.00	0.00	0.00	0.00	0.00	-129.80	-12.98	0.00	0.00	0.00	-142.78	
Grand Total (all companies & all currencies)					0.00	0.00	0.00	0.00	0.00	-129.80	-12.98	0.00	0.00	0.00	-142.78	

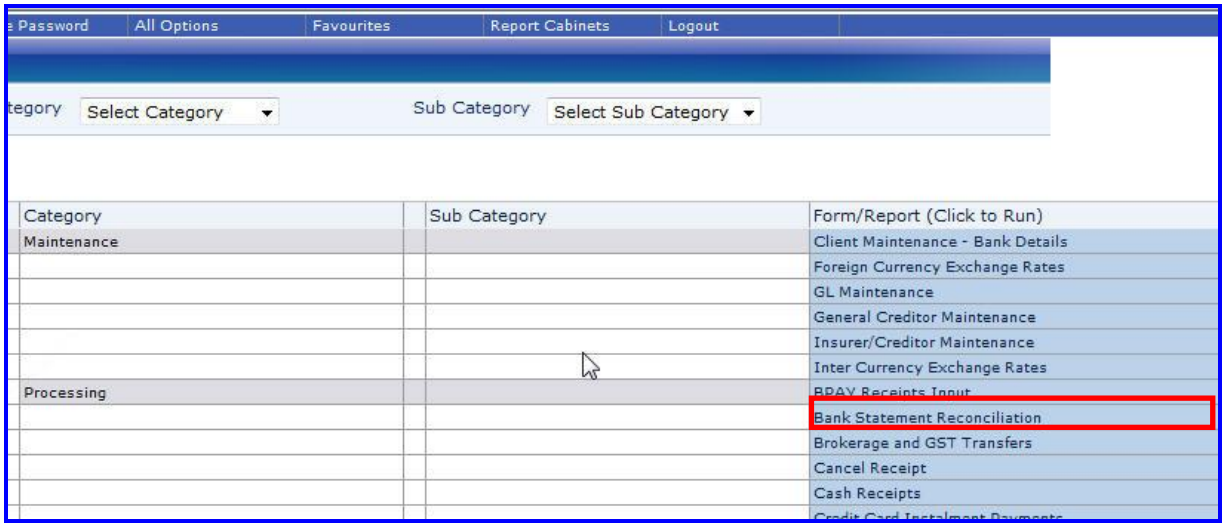
BKEARNED_R40 Brokerage Taken for a selected period

Bank Statement Reconciliation

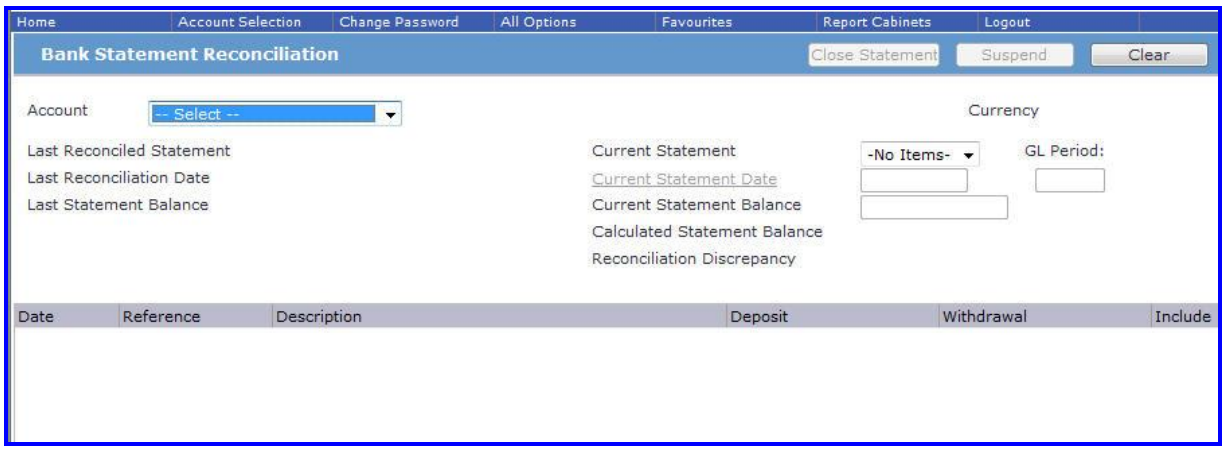
ibais allows for Bank Statement Reconciliation for bank accounts managed against specific bank accounts which have been setup in ibais.

To access the Bank Statement Reconciliation functions choose **All Options** or **Favorites** (if you have made Bank Statement Reconciliation a favorite).

Select **Bank Statement Reconciliation**.

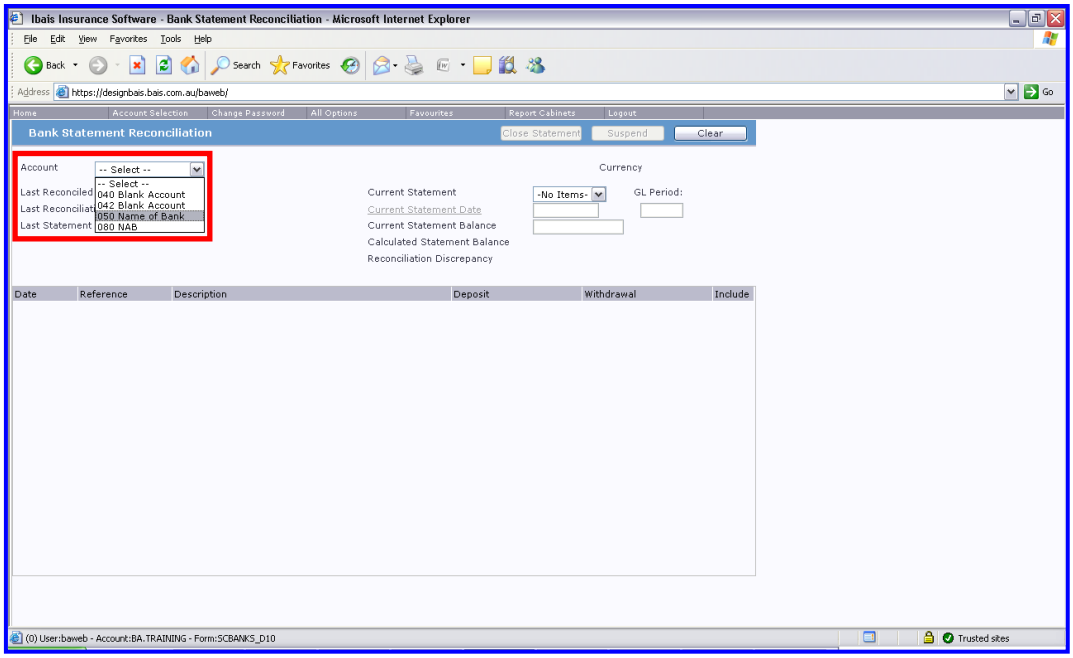


Once Bank Statement Reconciliation has been selected, you will see the screen below:

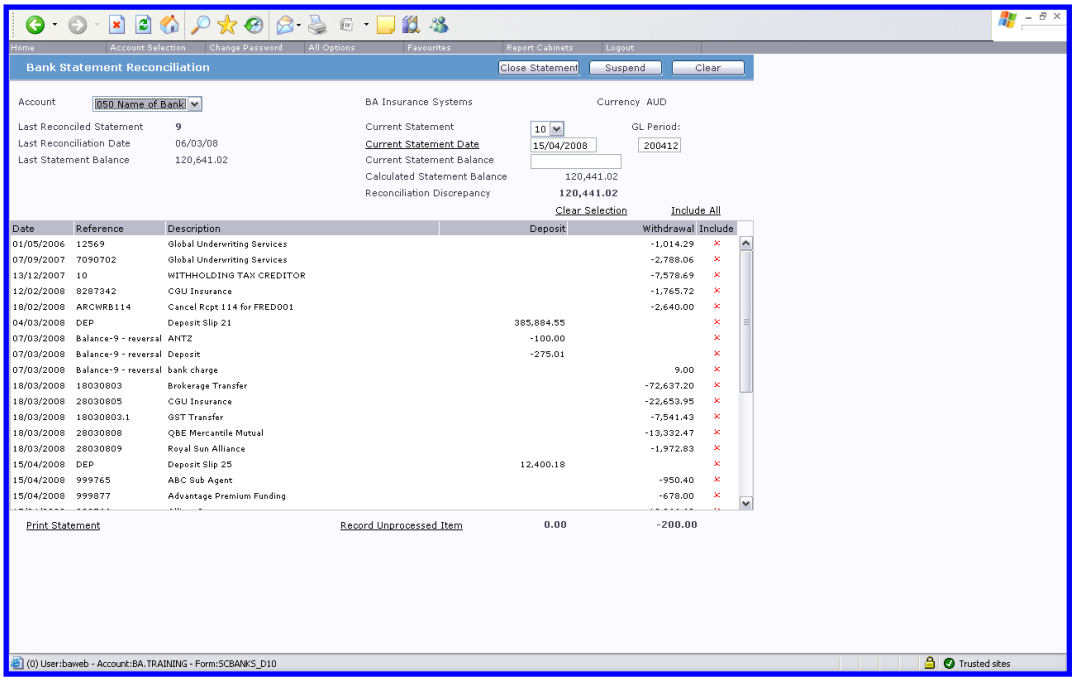


Completing bank statement reconciliation

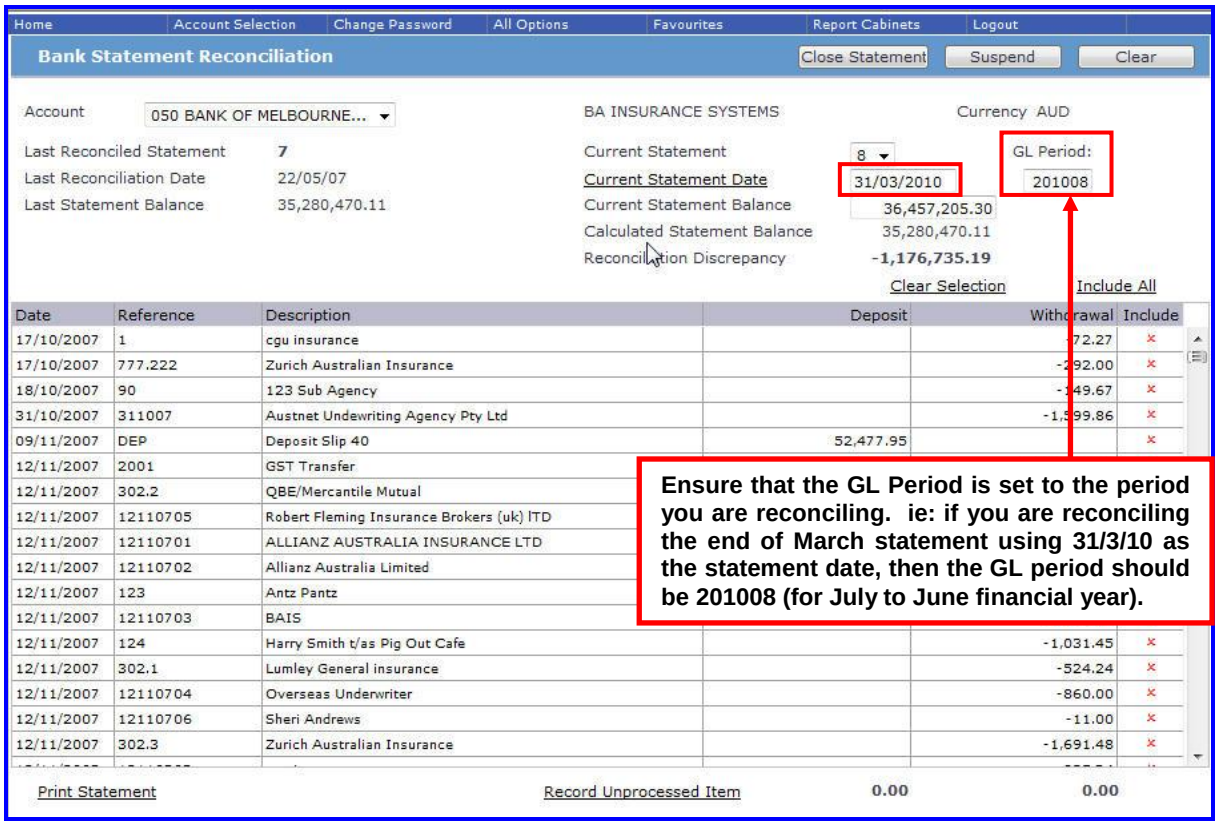
Choose the bank account for the statement you need to reconcile.



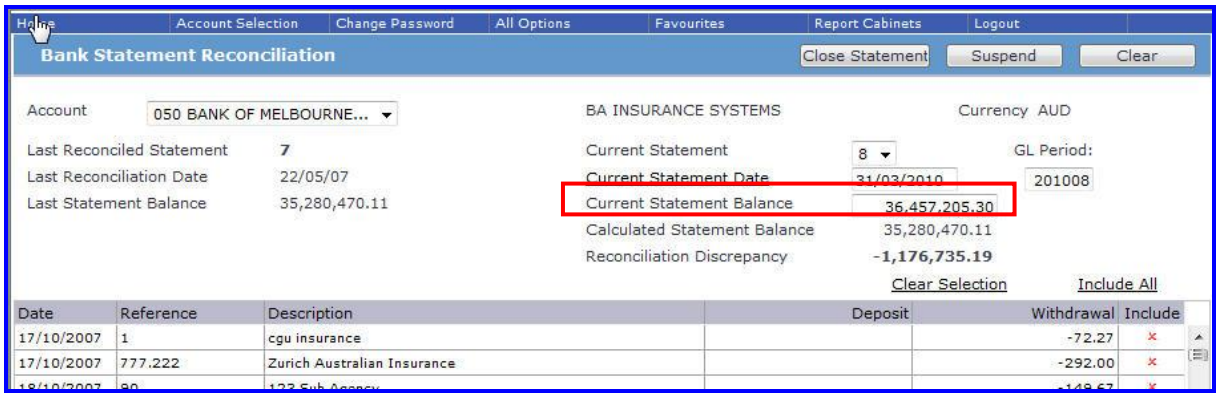
Once the bank account has been selected it will show the following screen with all the transactions against that bank account since the last statement has been reconciled.


Bank Statement Reconciliation
Close Statement
Suspend
Clear
Account
050 Name of Bank
BA Insurance Systems
Currency AUD
Last Reconciled Statement 9
Last Reconciliation Date 06/03/08
Last Statement Balance 120,641.02
Current Statement 10
Current Statement Date 15/04/2008
GL Period: 200412
Current Statement Balance
Calculated Statement Balance 120,441.02
Reconciliation Discrepancy 120,441.02
Clear Selection
Include All
Date Reference Description Deposit Withdrawal Include
01/05/2006 12569 Global Underwriting Services -1,014.29
07/09/2007 7090702 Global Underwriting Services -2,788.06
13/12/2007 10 WITHHOLDING TAX CREDITOR -7,578.69
12/02/2008 8287342 CGU Insurance -1,765.72
18/02/2008 ARCWRB114 Cancel Rcpt 114 for FRED001 -2,640.00
04/03/2008 DEP Deposit Slip 21 385,884.55
07/03/2008 Balance-9 - reversal ANTZ -100.00
07/03/2008 Balance-9 - reversal Deposit -275.01
07/03/2008 Balance-9 - reversal bank charge 9.00
18/03/2008 18030803 Brokerage Transfer -72,637.20
18/03/2008 28030805 CGU Insurance -22,653.95
18/03/2008 18030803.1 GST Transfer -7,541.43
18/03/2008 28030808 QBE Mercantile Mutual -13,332.47
18/03/2008 28030809 Royal Sun Alliance -1,972.83
15/04/2008 DEP Deposit Slip 25 12,400.18
15/04/2008 999765 ABC Sub Agent -950.40
15/04/2008 999877 Advantage Premium Funding -678.00
Print Statement
Record Unprocessed Item
0.00
-200.00

Enter in the date of the statement you are about to complete the process for.


Home
Account Selection
Change Password
All Options
Favourites
Report Cabinets
Logout
Bank Statement Reconciliation
Close Statement
Suspend
Clear
Account
050 BANK OF MELBOURNE...
BA INSURANCE SYSTEMS
Currency AUD
Last Reconciled Statement 7
Last Reconciliation Date 22/05/07
Last Statement Balance 35,280,470.11
Current Statement 8
Current Statement Date 31/03/2010
Current Statement Balance 36,457,205.30
Calculated Statement Balance 35,280,470.11
Reconciliation Discrepancy -1,176,735.19
GL Period: 201008
Clear Selection
Include All
Date Reference Description Deposit Withdrawal Include
17/10/2007 1 cgu insurance -72.27
17/10/2007 777.222 Zurich Australian Insurance -292.00
18/10/2007 90 123 Sub Agency -149.67
31/10/2007 311007 Austnet Undewriting Agency Pty Ltd -1,599.86
09/11/2007 DEP Deposit Slip 40 52,477.95
12/11/2007 2001 GST Transfer
12/11/2007 302.2 QBE/Mercantile Mutual
12/11/2007 12110705 Robert Fleming Insurance Brokers (uk) ITD
12/11/2007 12110701 ALLIANZ AUSTRALIA INSURANCE LTD
12/11/2007 12110702 Allianz Australia Limited
12/11/2007 123 Antz Pantz
12/11/2007 12110703 BAIS
12/11/2007 124 Harry Smith t/as Pig Out Cafe -1,031.45
12/11/2007 302.1 Lumley General insurance -524.24
12/11/2007 12110704 Overseas Underwriter -860.00
12/11/2007 12110706 Sheri Andrews -11.00
12/11/2007 302.3 Zurich Australian Insurance -1,691.48
Print Statement
Record Unprocessed Item
0.00
0.00
Ensure that the GL Period is set to the period you are reconciling. ie: if you are reconciling the end of March statement using 31/3/10 as the statement date, then the GL period should be 201008 (for July to June financial year).

Enter in the closing balance of the current statement you are reconciling



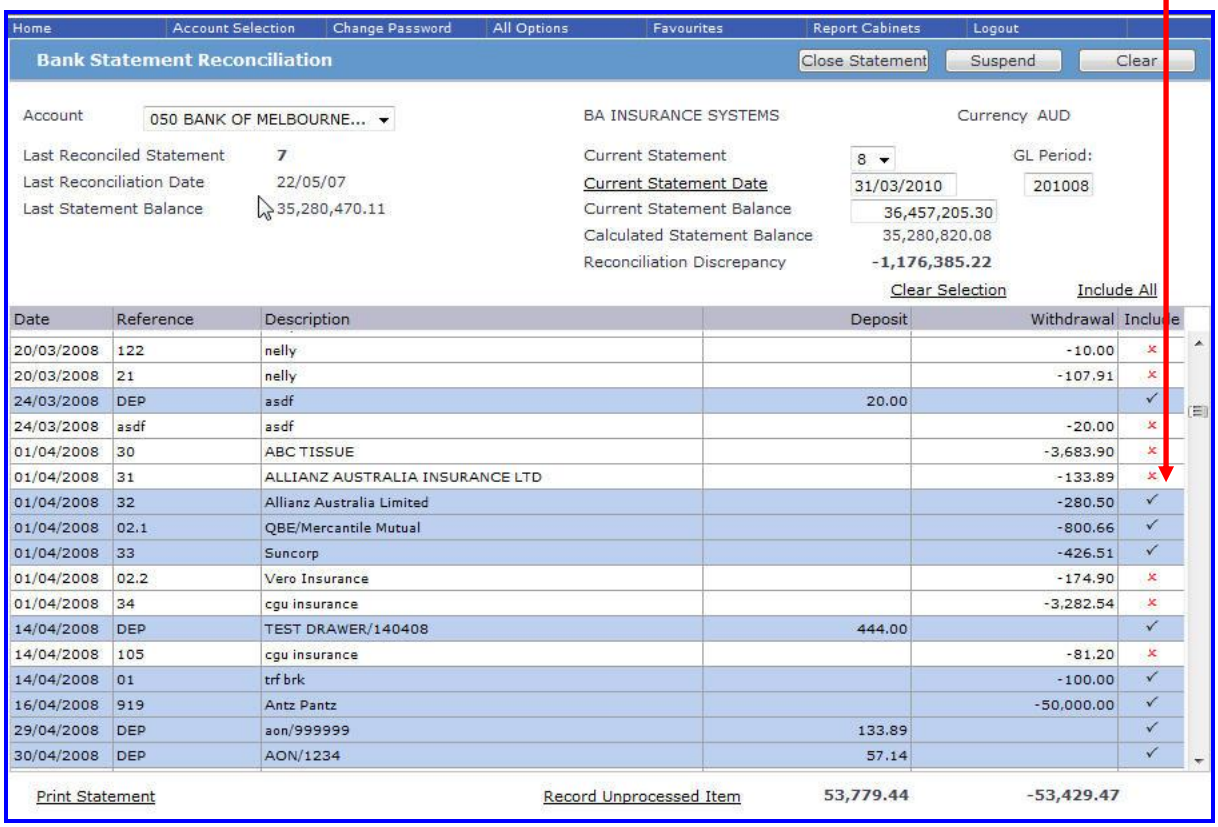
Choose the transactions which make up the current statement you are processing by clicking on the ✕ symbol.

01/04/2008	32	Allianz Australia Limited		-280.50	✕

This will select the transaction as outlined below.

01/04/2008	32	Allianz Australia Limited		-280.50	✓

Once all the relevant transactions have been selected and the Reconciliation Discrepancy is 0.00 then you can close the statement by selecting the Close Statement button.



A bank statement cannot be closed until the discrepancy is zero.

De-selecting a transaction

You can select **Include All** to select all transactions or **Clear Selection** to de-select all transactions. If you inadvertently select an incorrect item and want to de-select it, click on the tick ✓.

It will then change the transaction from **selected**

18/02/2008	ARCWRB114	Cancel Rcpt 114 for FRED001		-2,640.00	✓

to d**e-selected**

18/02/2008	ARCWRB114	Cancel Rcpt 114 for FRED001		-2,640.00	✕

Suspending

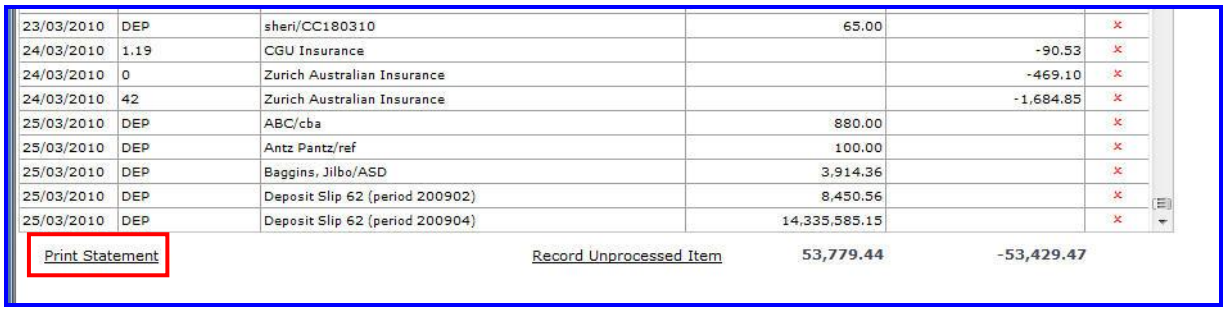
If at any time you need to suspend the bank reconciliation statement you are working, click the Suspend button. This saves the current reconciliation without having to complete and close it, so that you can continue working on it at a later time.

To resume your suspended reconciliation of this statement, simply select bank statement reconciliation from the all options menu, or favorites menu and choose the bank account you were previously reconciling.

This will load the suspended reconciliation that you were previously working on.

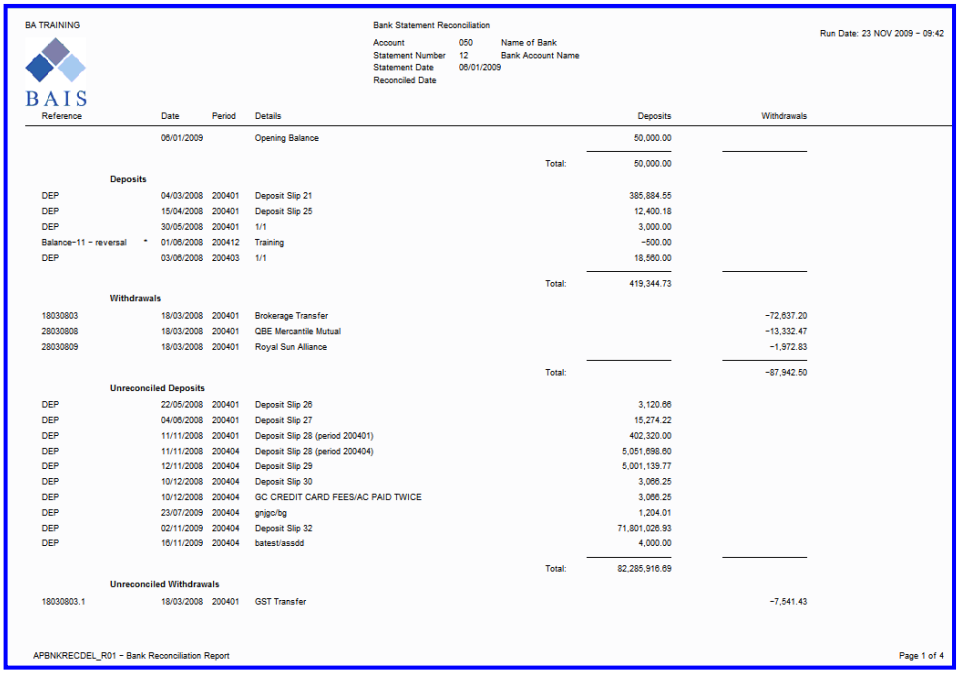
Print Statement

This option allows you to print the current reconciliation statement.



23/03/2010	DEP	sheri/CC180310	65.00		
24/03/2010	1.19	CGU Insurance		-90.53	
24/03/2010	0	Zurich Australian Insurance		-469.10	
24/03/2010	42	Zurich Australian Insurance		-1,684.85	
25/03/2010	DEP	ABC/cba	880.00		
25/03/2010	DEP	Antz Pantz/ref	100.00		
25/03/2010	DEP	Baggins, Jilbo/ASD	3,914.36		
25/03/2010	DEP	Deposit Slip 62 (period 200902)	8,450.56		
25/03/2010	DEP	Deposit Slip 62 (period 200904)	14,335,585.15		
Print Statement		Record Unprocessed Item	53,779.44	-53,429.47	

An example is shown below:



BA TRAINING

BAIS

Bank Statement Reconciliation

Account 050 Name of Bank
Statement Number 12 Bank Account Name
Statement Date 06/01/2009
Reconciled Date

Run Date: 23 NOV 2009 - 09:42

Reference	Date	Period	Details	Deposits	Withdrawals
	06/01/2009		Opening Balance	50,000.00	
			Total:	50,000.00	
Deposits					
DEP	04/03/2008	200401	Deposit Slip 21	385,884.55	
DEP	15/04/2008	200401	Deposit Slip 25	12,400.18	
DEP	30/05/2008	200401	1/1	3,000.00	
Balance-11 - reversal *	01/08/2008	200412	Training	-500.00	
DEP	03/08/2008	200403	1/1	18,560.00	
			Total:	419,344.73	
Withdrawals					
18030803	18/03/2008	200401	Brokerage Transfer		-72,837.20
28030808	18/03/2008	200401	QBE Mercantile Mutual		-13,332.47
28030809	18/03/2008	200401	Royal Sun Alliance		-1,972.83
			Total:		-87,942.50
Unreconciled Deposits					
DEP	22/05/2008	200401	Deposit Slip 26	3,120.66	
DEP	04/06/2008	200401	Deposit Slip 27	15,274.22	
DEP	11/11/2008	200401	Deposit Slip 28 (period 200401)	402,320.00	
DEP	11/11/2008	200404	Deposit Slip 28 (period 200404)	5,051,698.80	
DEP	12/11/2008	200404	Deposit Slip 29	5,001,139.77	
DEP	10/12/2008	200404	Deposit Slip 30	3,066.25	
DEP	10/12/2008	200404	GC CREDIT CARD FEES/AC PAID TWICE	3,066.25	
DEP	23/07/2009	200404	gnjgc/bg	1,204.01	
DEP	02/11/2009	200404	Deposit Slip 32	71,801,026.93	
DEP	16/11/2009	200404	batest/asdd	4,000.00	
			Total:	82,285,916.69	
Unreconciled Withdrawals					
18030803.1	18/03/2008	200401	GST Transfer		-7,541.43

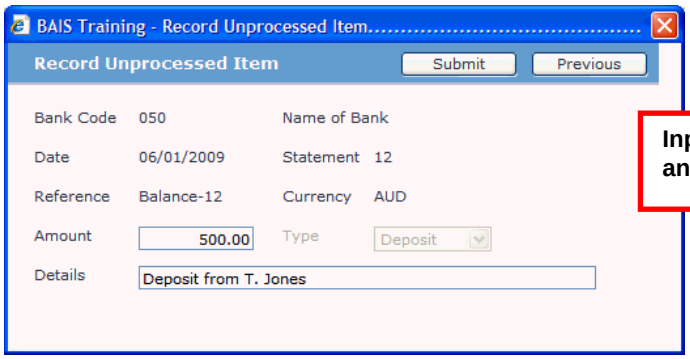
APBNKRECDEL_R01 - Bank Reconciliation Report

Page 1 of 4

Record Unprocessed Item

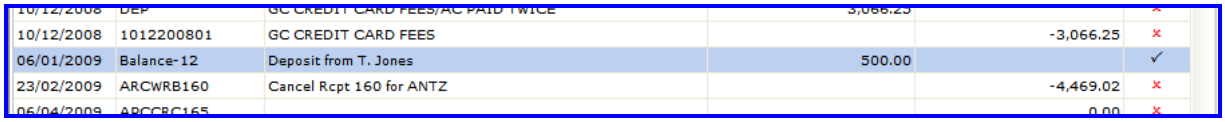
Occasionally it is necessary to reconcile an item which appears on the statement but has not been processed in the system yet – eg if a payment is made directly into the bank account on the last day of the month, it may not be processed in the system until a few days into the following month.

To record an item such as this click on **Record Unprocessed Item** as below:

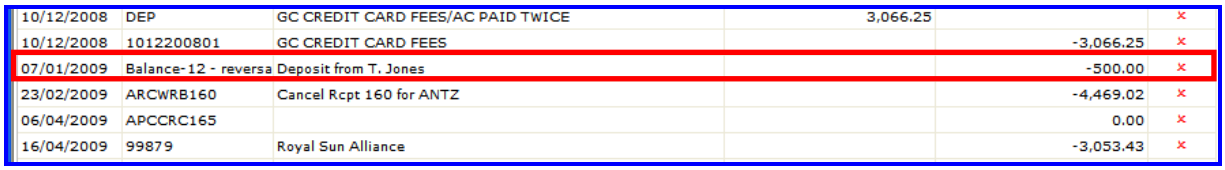


Input the required amount (use negative for an unprocessed withdrawal)

The above example will create an entry as shown below, which is automatically selected for the current statement reconciliation:


10/12/2008 1012200801 GC CREDIT CARD FEES -3,066.25
06/01/2009 Balance-12 Deposit from T. Jones 500.00
23/02/2009 ARCWRB160 Cancel Rcpt 160 for ANTZ -4,469.02

A second entry will also be created to balance this entry in a future reconciliation, when the item is processed on the system.


10/12/2008 DEP GC CREDIT CARD FEES/AC PAID TWICE 3,066.25
10/12/2008 1012200801 GC CREDIT CARD FEES -3,066.25
07/01/2009 Balance-12 - reversa Deposit from T. Jones -500.00
23/02/2009 ARCWRB160 Cancel Rcpt 160 for ANTZ -4,469.02
06/04/2009 APCCRC165 0.00
16/04/2009 99879 Royal Sun Alliance -3,053.43

This item will be selected with the actual receipt in a later reconciliation.

EWAY Bank Consolidation and Reconciliation

Explanation and Methodology

Preliminary:

The following document describes the procedure which enables the simplification of outstanding bank reconciliation details by consolidating transactions processed through the **EWAY payment gateway**.

The process applies **only where the EWAY payment gateway is used to collect credit card payments**.

As EWAY makes a single deposit to the bank account for each day (Settlement Date) and ibais retains these credit card payments as individual transactions it can be a lengthy process to reconcile the bank deposit with these transactions. This consolidation and reconciliation process has been introduced to assist with this process. In general terms the process will match the transactions from ibais with their counterpart in the EWAY system utilising the EWAY-generated reference number. All matched transactions are then consolidated into a single total for the nominated settlement date with any discrepancies being displayed on the screen. The consolidated balance can then be matched to the Bank Statement (with allowances for any listed discrepancies).

The following document comprises 2 parts. **Part 1** relates to the selection and extraction of EWAY settlements using the facilities within the EWAY Business Centre web site and **Part 2** describes the uploading and processing of these using the new facility within ibais.

Part 1. – Extraction of EWAY Settlements

Details of EWAY Settlements (i.e. credit card payments processed through EWAY which have been successfully deposited into the Bank Account) are obtained **via the EWAY Business Centre's secure web site**.

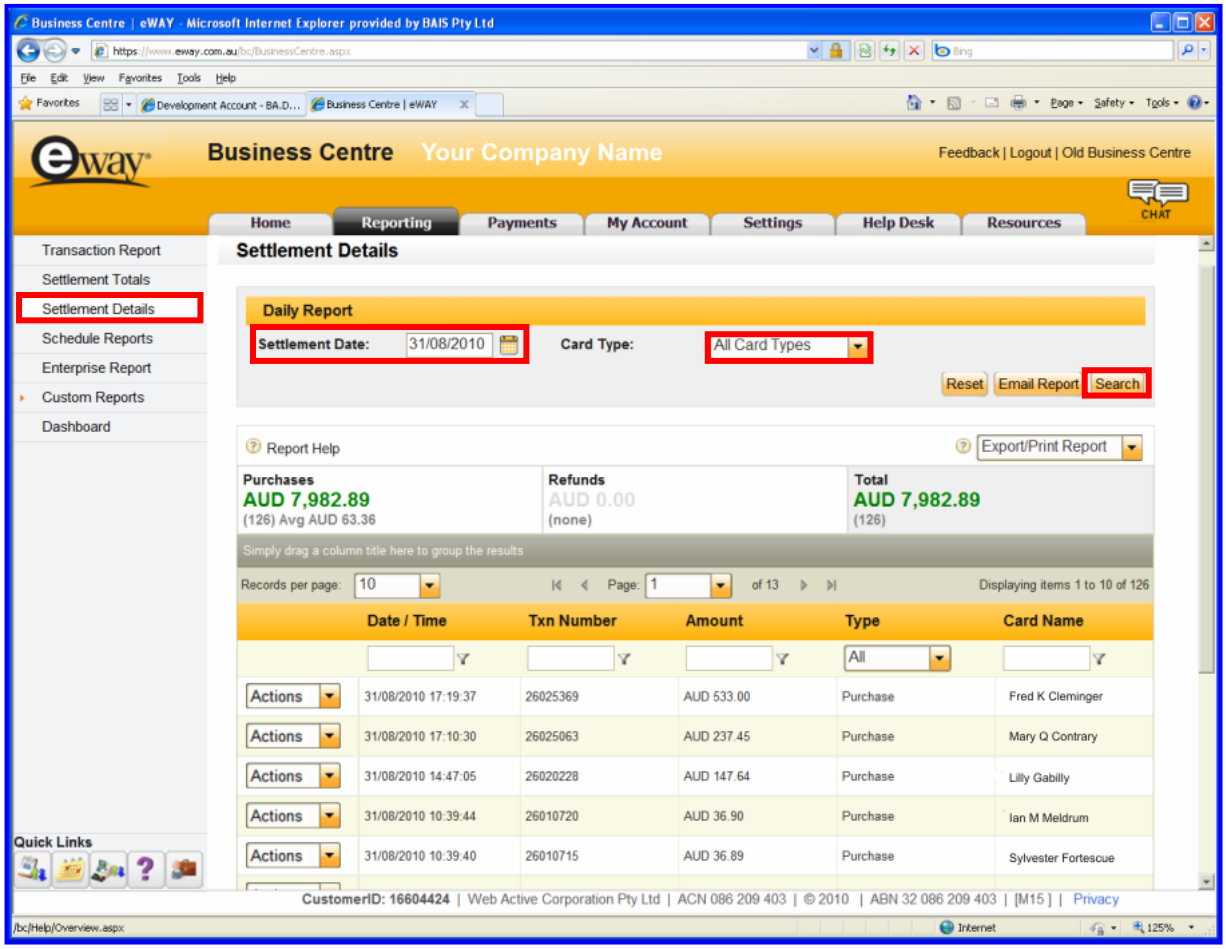
The following steps briefly outline what is needed to extract this information in a CSV file (Comma Separated Variable format) which can be interpreted by the ibais system and applied against outstanding bank deposit details.

This web site can only be accessed with a valid username and password. These details are only selectable for a single day so it is recommended that this process is done on a daily basis.

 © BA Insurance Systems

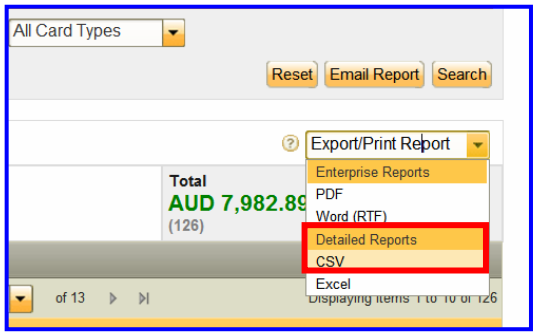
Choose "**Settlement Details**" under the tab "**Reporting**".

Nominate (or select using the calendar function) the **Settlement Date** you want to consolidate, leave **Card Type** set to **All Card Types** and click the **Search Button**. The lower section of the screen will display all the transactions which were settled on that day.



Be aware that the settlement date can be after the actual transaction date when the time of that transaction is after the bank's cutoff time for processing payments. You may need to make allowance for this at end of month.

Click on the Drop down "**Export/Print Report**" box and choose **Detailed Reports … CSV**.



Choose to **Save** this file and when presented with the **Save As** screen change the filename to conform to the following:

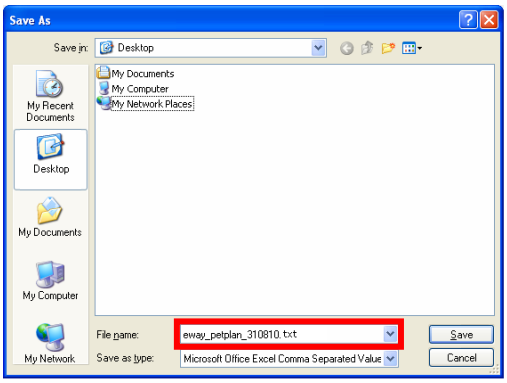
eway_ccccc_ddmmyy.txt

where **ccccc** is the **company name**
expressed as a single word with no spaces (e.g. petplan)
and **ddmmyy** is the selected **settlement date** (e.g. 310810)
the **file suffix** must be **.txt** (the upload process will not accept .csv)

Your filename should resemble: **eway_petplan_310810.txt**

The **format of this file name is important** as the EWAY extract does not include the settlement date. We must rely on the date in the file name to tell us the day on which these transactions were settled.

Save this to your PC either on the **desktop** or in a **folder** which can easily be accessed in Part 2, following.



Close after saving and **logout** of the EWAY Business Centre.

The settlement details for the nominated date are now in a .txt file (in CSV format) ready for uploading and processing.

Part 2. – Uploading, Checking and Consolidating for Reconciliation.

The EWAY Consolidation & Reconciliation process can be found under **Accounting/Processing** in the **Favourites** menu.

There are **3 phases** in the process of applying settled payments against the unreconciled bank transactions.

Each phase must be completed successfully before the next one can be started. Additionally the process will not allow any phase to be repeated. Phase 3 (Consolidation) will continue until all relevant items have been updated.

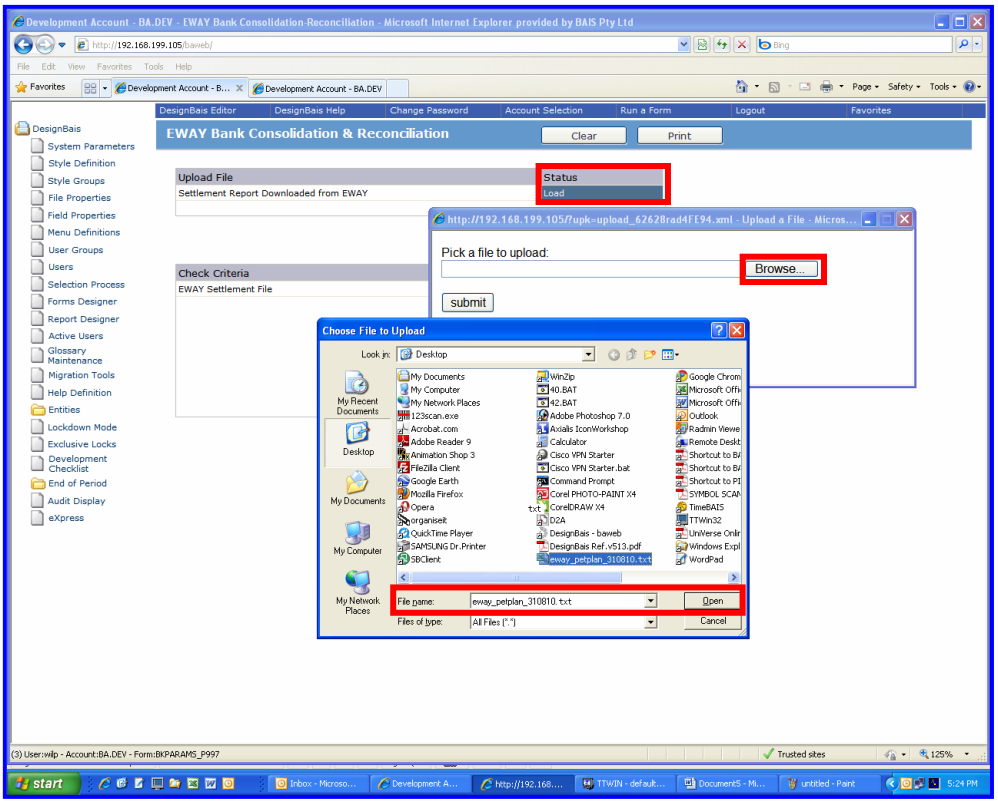
The **Clear button** acts as a **Cancel function** during **Phases 1 and 2**. At the end of **Phase 3** the **clear button** simply **refreshes the screen** so that another settlement date may be processed. Pressing clear will remove all temporary files and records which are created during the preceding process.

Phase 1: Upload the EWAY Settlement File

Click the highlighted "**Load**" text in the Upload File section of the screen.

Choose **Browse** and then browse to the folder (or desktop) where you saved the .txt file.

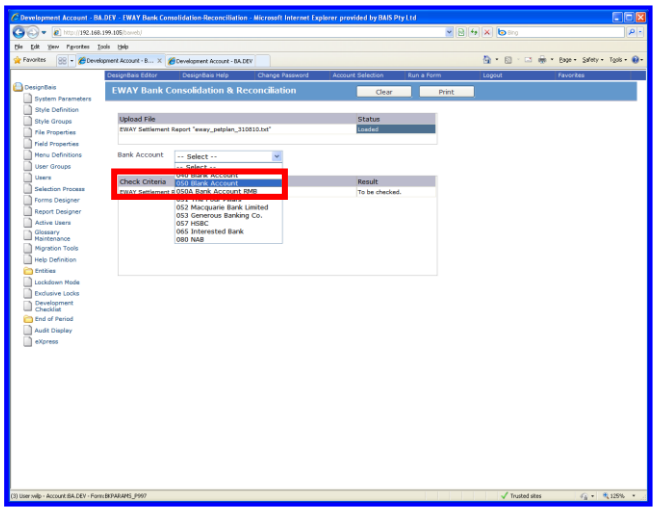
Select the file and click **Open**.



 © BA Insurance Systems

Click **Close** when the file has been successfully uploaded.

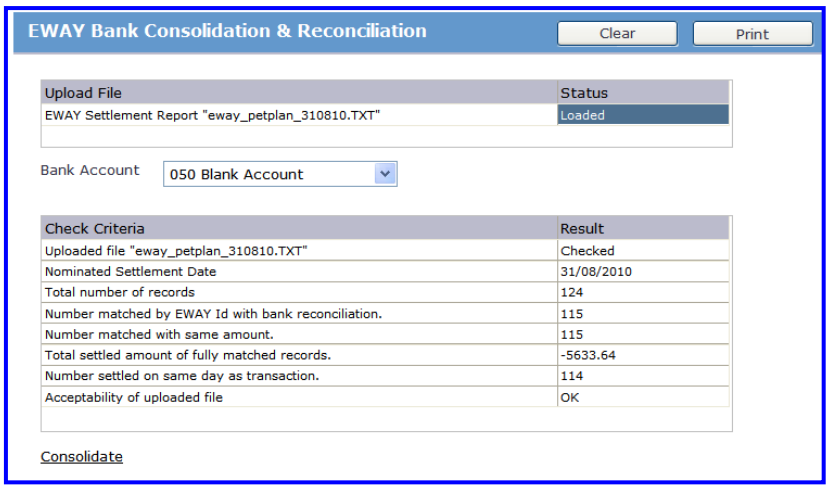
Now select the **Bank Account** from the drop-down list.



Note that in these Phases all Links (or buttons) are deactivated as soon as they are clicked. This will avoid duplicated processing.

Phase 2: Check the Uploaded File.

Click the **Check File link** and the uploaded file will be checked against the Bank Reconciliation table (which is automatically maintained by the ibais system).

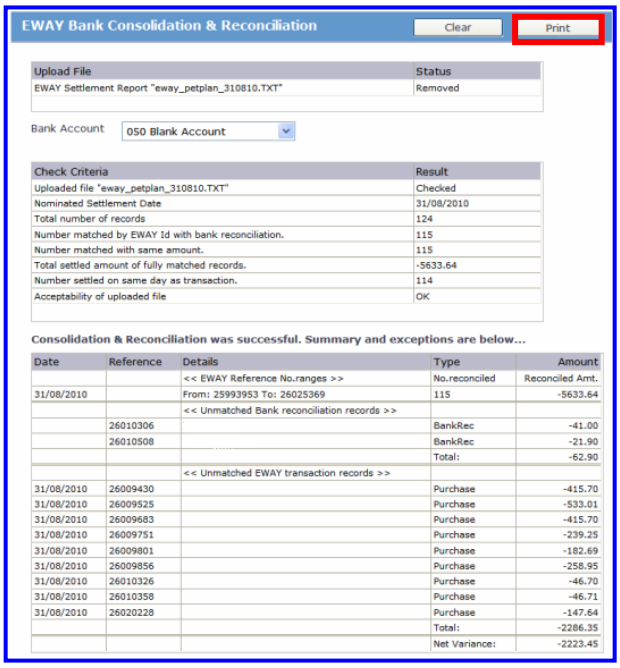


The results are displayed and the process will determine whether Phase 3 (Consolidation) can proceed.

A high percentage of the Uploaded EWAY Settlement transaction must match previously unreconciled ibais Bank Reconciliation transactions before the Consolidation Phase may proceed.

Phase 3: **Consolidation.**

Click the **Consolidate link** to complete the consolidation of settled transactions into a summary balance in the Bank Reconciliation table.



The results of the consolidation will display on the screen.

Once the Consolidation summary has displayed the process is complete. You should now click the **Print button** to obtain a hard copy of the results (including any unmatched transactions).

Once printed you should then click the **Clear button** to remove all temporary records which were created during the entire process. before exiting the screen.

Any EWAY Settlement which could not be found in the Bank Reconciliation table will be detailed as well as any transaction in the Bank Reconciliation table which is not in the Settled transactions (but falls within the EWAY Reference number range). You will need to manually resolve any of these unmatched transactions.

Addendum: **Inbuilt safeguards and points of interest.**

The consolidation process will reduce the size of the Bank Reconciliation table by consolidating the matched Settlement transaction into a single balance for the nominated Settlement Date. This means that if you inadvertently upload a Settlement report which has previously been processed then all of those transactions will be “Unmatched”. This will be obvious during the Check File Phase which will not permit the Consolidation process to proceed.

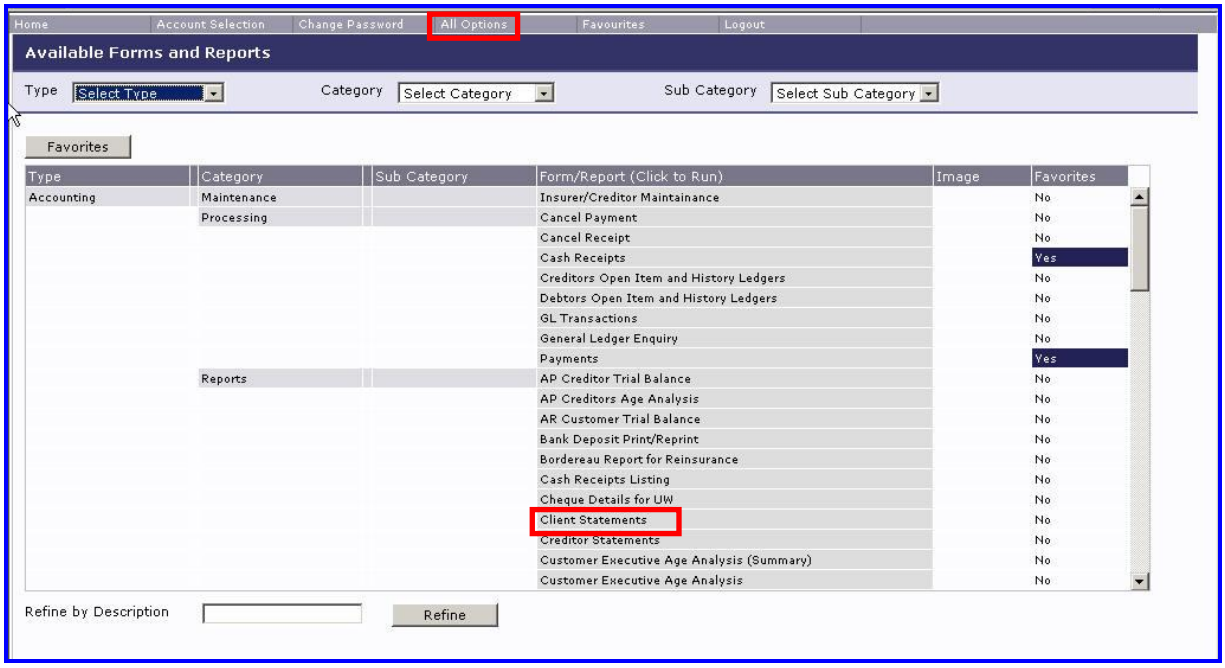
At any stage during any of the above phases you may click the Print button to obtain a printed copy of the details displayed on the screen. It is recommended that you do this at the conclusion of the Consolidation phase so that you have a hard copy of the transactions which may need to undergo some investigation.

Client Statements

This function allows you run statements for your clients.

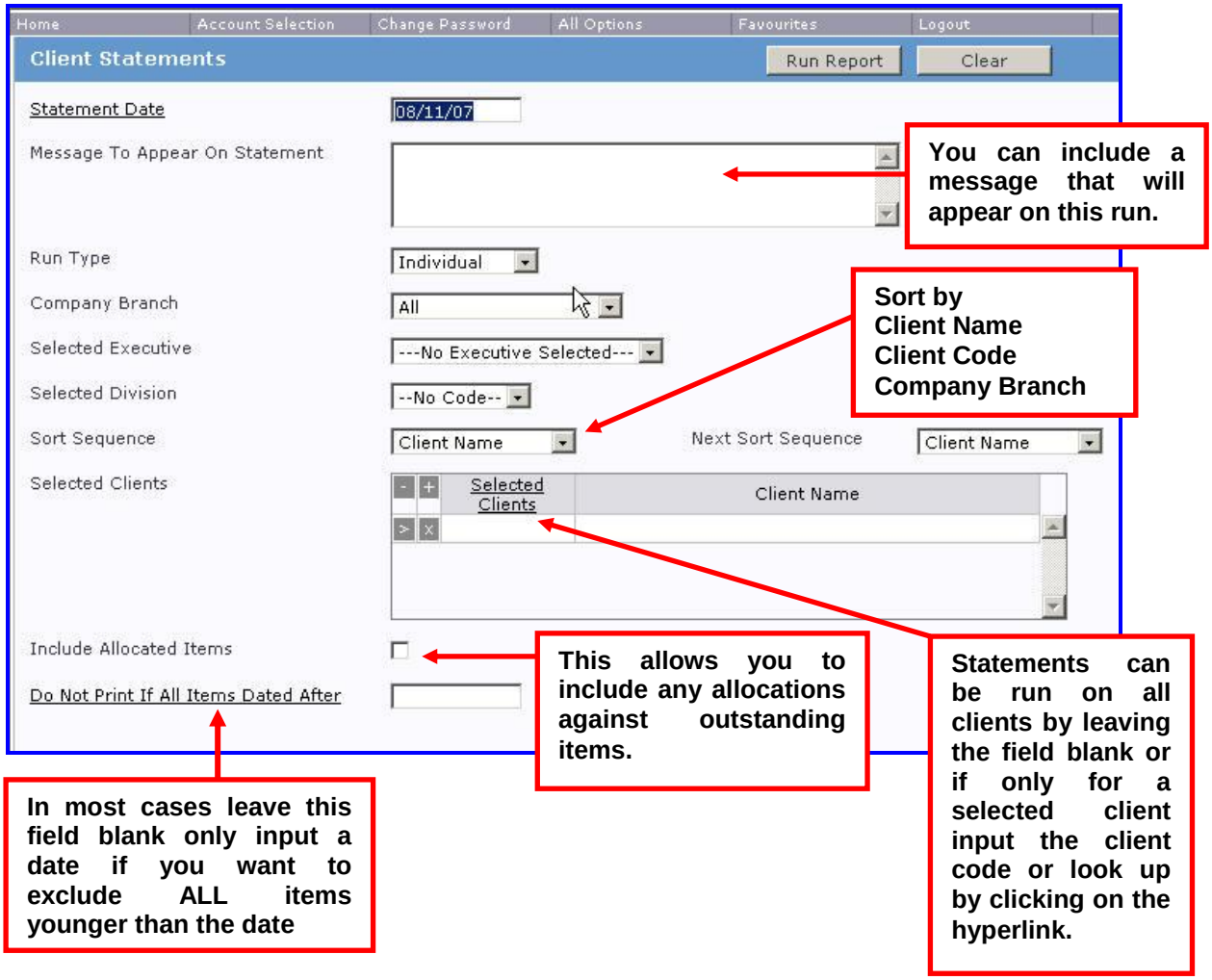
Accessing Client Statements

Click on **All Options** on the top menu, as shown below, to display all available options, Select from the Forms/Report menu – Client Statements.



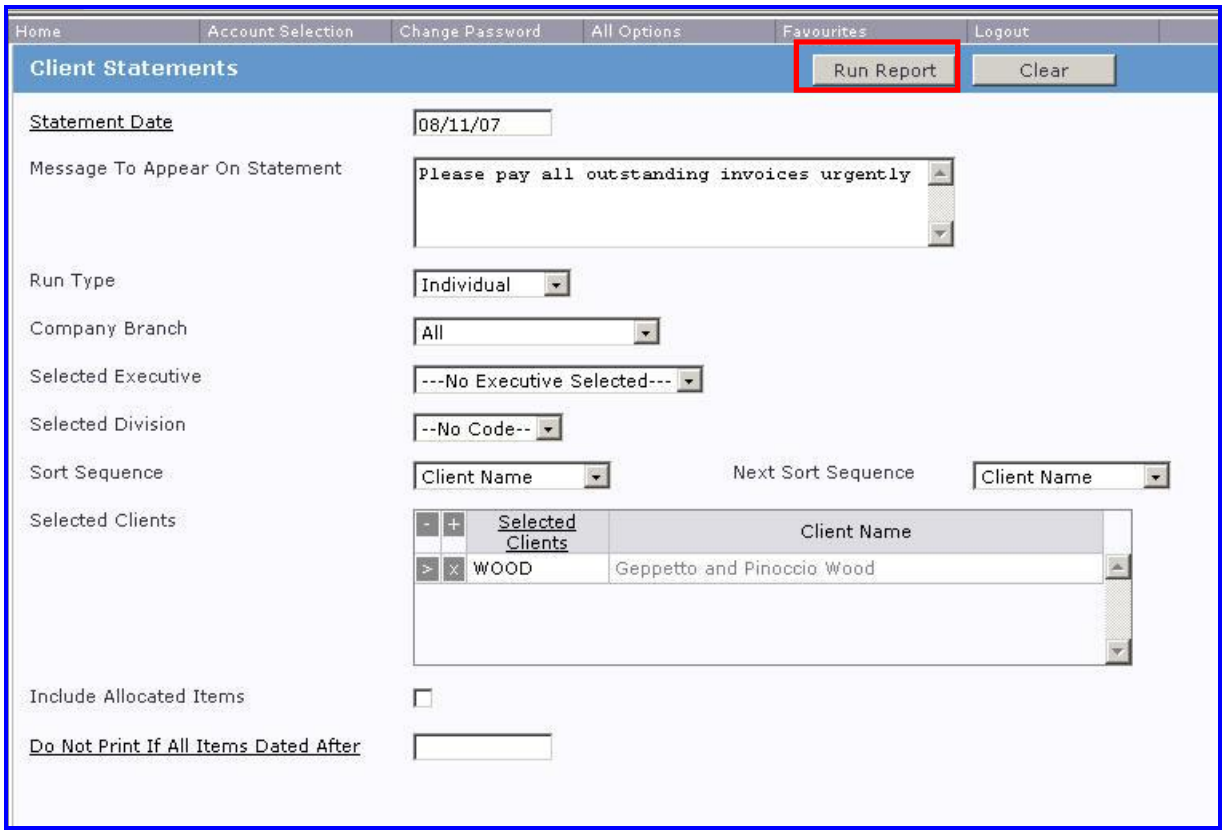
The following screen appears

Please Note: The system will default some fields - unless you require different sort criteria you may leave these as they are. If you select Executive or Division the statements will only run for clients in the selected Executive or Division.

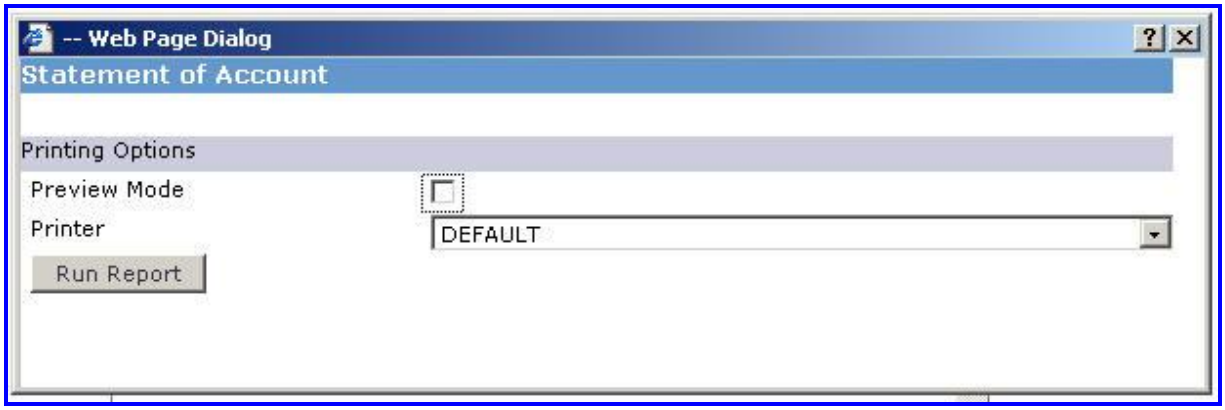


Run report

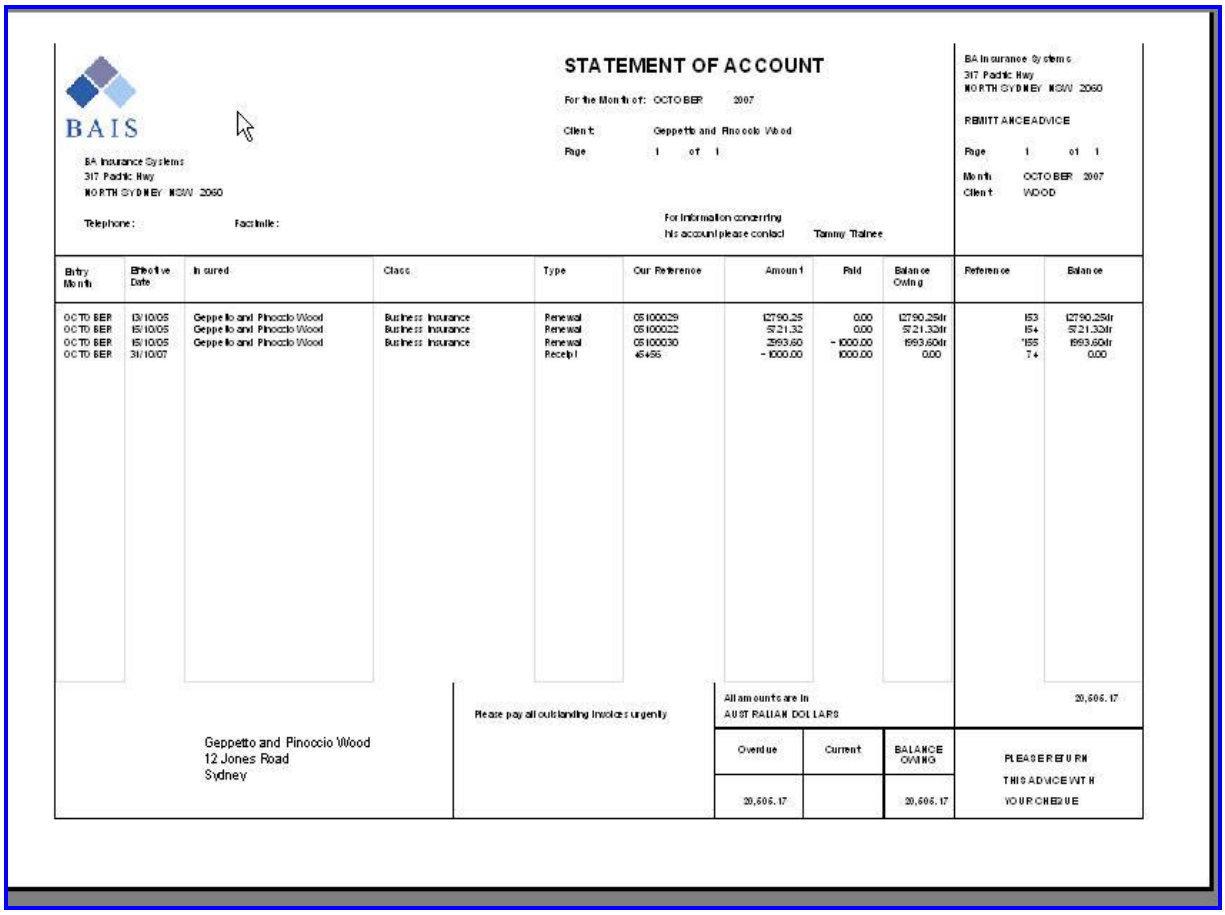
After all the fields have been completed you must now run the report



This will allow you to preview or print the statements



The completed statement will look like the following



BAIS

BA Insurance Systems
317 Pacific Hwy
NORTH SYDNEY NSW 2060

Telephone : Facsimile :

STATEMENT OF ACCOUNT

For the Month of: OCTOBER 2007

Client: Geppetto and Pinocchio Wood

Page 1 of 1

For information concerning
his account please contact Tammy Trainee

BA Insurance Systems
317 Pacific Hwy
NORTH SYDNEY NSW 2060

REMITTANCE ADVICE

Page 1 of 1

Month OCTOBER 2007
Client WOOD

Entry Month	Effective Date	Insured	Class	Type	Our Reference	Amount	Paid	Balance Owing	Reference	Balance
OCTOBER	13/10/05	Geppetto and Pinocchio Wood	Business Insurance	Renewal	05100029	12790.25	0.00	12790.25dr	153	12790.25dr
OCTOBER	15/10/05	Geppetto and Pinocchio Wood	Business Insurance	Renewal	05100022	5721.32	0.00	5721.32dr	154	5721.32dr
OCTOBER	15/10/05	Geppetto and Pinocchio Wood	Business Insurance	Renewal	05100030	2993.60	-1000.00	1993.60dr	155	1993.60dr
OCTOBER	31/10/07			Receipt	45456	-1000.00	1000.00	0.00	74	0.00

Geppetto and Pinocchio Wood
12 Jones Road
Sydney

Please pay all outstanding invoices urgently

All amounts are in
AUSTRALIAN DOLLARS

Overdue	Current	BALANCE OWING
20,606.17		20,606.17

20,606.17

PLEASE RETURN
THIS ADVICE WITH
YOUR CHEQUE